

AIIMSGHY Hospital

POLICY ON PATIENT DISCHARGE INCLUDING MEDICO-LEGAL CASES AND PATIENTS LEAVING AGAINST MEDICAL ADVICE – PROCESS ADDRESSES DISCHARGE OF ALL PATIENTS INCLUDING MEDICO-LEGAL CASES AND PATIENTS LEAVING AGAINST MEDICAL ADVICE.

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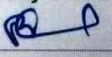
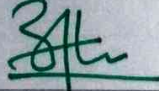
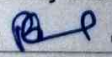
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ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
GUWAHATI



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3. Administrative Manager is responsible for issuing the amended copies to the copyholders, the copyholder should acknowledge the same and he /she should return the obsolete copies to the Administrative Manager.
4. The amendment sheet to be updated (as and when amendments received) and referred for details of amendments issued.
5. The manual is reviewed once a year and is updated as relevant to the hospital policies and procedures. Review and amendment can happen also as corrective actions to the non-conformities raised during the self-assessment or assessment audits by NABH.

The authority over control of this manual is as follows:

Preparation	Approval	Issue
		

The procedure manual with original signatures of the above on the title page is considered as 'Master Copy', and the photocopies of the master copy for the distribution are considered as 'Controlled Copy'.

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1.0 PURPOSE

To provide guidelines for the discharge of in-patients from **All India Institute of Medical Sciences, Guwahati**, with the aim that:

- Needs and expectations of patients are established
 - Patient satisfaction is enhanced on a continual basis
 - Discharge is safe, planned, timely, and well-documented
-

2.0 POLICY

2.1

Discharge procedures shall be followed to ensure patients are discharged effectively and efficiently, allowing optimal utilization of available hospital resources.

2.2

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An authorized hospital discharge shall only be made by an order from the **primary treating consultant** after assessing the patient’s clinical condition. However, a patient may choose to leave the hospital **against medical advice** after due counseling and documentation.

2.3

The Consultant or his/her designee shall document discharge instructions in the patient’s medical record at the time of anticipated discharge.

2.4

A **Discharge Summary** shall be prepared, signed, and provided to the patient or relatives at the time of discharge.

2.5

The **Nursing Officer In-charge** shall be responsible for ensuring compliance with this discharge policy.

2.6

The discharge summary shall contain:

- Reason for admission
- Significant clinical findings
- Investigations performed with summarized results
- Diagnosis
- Procedures/surgeries performed or treatment given
- Condition of the patient at the time of discharge
- Medication instructions
- Follow-up advice
- Instructions regarding diet, activity, and warning signs
- Instructions on when and how to seek urgent care in case of emergency
- Emergency contact number of the hospital

2.7

In case of death, the discharge (death) summary shall include the **cause of death**.

2.8

The Nursing Officer shall complete the **discharge checklist** and explain the discharge summary to the patient and/or relatives.

Patient/family understanding shall be documented by obtaining signature/thumb impression.

2.9

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All patients are provided with a discharge summary at the time of discharge.

2.10

Patients requesting discharge against medical advice shall be explained the risks and consequences. Written informed consent shall be obtained from the patient/relatives as per hospital policy.

3.0 DISCHARGE PROCESS AND PROCEDURE

3.1 Discharge Decision

- The decision to discharge rests with the treating consultant after clinical evaluation.
- Discharge is communicated to the patient, relatives, nursing staff, and billing section.

3.2 Preparation of Discharge Summary

After the final decision to discharge:

- Consultant prepares and signs the discharge summary
- Summary includes all mandatory clinical and administrative details
- Copies of relevant investigation reports are attached

3.3 Billing for Admitted Patients

- Discharge summary is forwarded to the billing section for final bill preparation
- Final settlement is completed
- Receipt is handed over to the patient/relatives

3.4 Patient Counselling

• After receiving the discharge summary, the consultant or nursing officer counsels the patient/relatives regarding:

- Diagnosis
- Medications
- Diet and lifestyle advice
- Follow-up schedule
- Warning signs and emergency care

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- All investigation reports are filed in the case record
- Discharge details are entered in the **Ward Admission/Transfer/Discharge Register**

4.0 DISCHARGE AGAINST MEDICAL ADVICE (DAMA)

4.1

- If patient/relatives request discharge against medical advice, it is documented in the case sheet by the treating consultant
- DAMA consent is obtained in **English/Regional Language** as applicable
- DAMA summary is prepared (excluding treatment on discharge)
- Entry is made in the Admission/Transfer/Discharge Register

5.0 DEATH OF PATIENT

5.1

- Treating consultant informs the relatives
- Nursing staff prepares the body and wraps it in cloth provided by relatives
- Consultant prepares **two copies** of:
 - Death Certificate
 - Death Summary
- Documents are stamped and signed
- One copy handed to relatives
- One copy attached to patient case record
- Relatives' signature/thumb impression is obtained at the time of body handover

5.2 Medico-Legal Death

- In medico-legal cases, local police station is informed immediately
- Decision regarding post-mortem is taken by police authorities
 - The body will be shifted to the mortuary and will be handed over to the police.
 - If post-mortem is advised, body is handed over to investigating police for needful and if the post mortem is exempted by the competent authority the investigating police may hand over the body to the patient party. The form 4 and 4a shall be filled up by the treating doctor and will be handed over to the investigating police officer.

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6.0 PROCEDURE FOR MEDICO-LEGAL CASES (MLC)

6.1 Purpose

To notify and manage medico-legal cases as per legal requirements.

6.2 Cases considered as MLC

- a. Accident cases
- b. Road Traffic Accidents (RTA)
- c. History of fall with grievous injury
- d. Wild animal bite or injury
- e. Industrial/on-duty injuries
- f. Sharp injuries, gunshot injuries, blunt injuries
- g. Violence/assault cases
- h. Patients brought directly from incident site or transferred from other hospitals
- i. when the treating doctor thinks that the cases may need investigation by law enforcing authority

6.3 Procedure

- First priority is **treatment and stabilization**
- MLC intimation form is filled in immediately
- copy sent to the nearest Police Station for acknowledgement
- MLC number is recorded on the admission card
- Photo copy attached to IPD file and MLC register
- Police may visit IPD for inquiry
- Discharge of MLC cases is intimated to police
- In case of death, body handed over to police with treatment summary and death certificate
- Cause of death mentioned as *"To be decided after Post-Mortem"* where applicable
- Injury certificate issued on request by competent authority and signed by consultant

7.0 ABSCONDED PATIENT

- If a patient leaves hospital premises without informing or completing discharge/DAMA formalities and does not return within **6 hours**, the patient is considered absconded
- Details including date and time are informed to police
- Acknowledgement is recorded and filed in patient record

8.0 LEAVE AGAINST MEDICAL ADVICE (LAMA) – CASUALTY

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- Patient unwilling for admission after emergency treatment is considered LAMA
- Medical officer explains consequences and obtains LAMA consent
- Date and time of LAMA recorded
- Treatment given and chief complaints documented
- Billing clearance completed before discharge

9.0 RECORDS GENERATED

Documents generated include:

1. Inpatient Case File
2. Discharge Summary
3. Death Certificate
4. Death Summary
5. DAMA Consent Form
6. LAMA Form
7. Admission/Transfer/Discharge Register
8. Police Intimation Form
9. Medico-Legal Case Register

10.0 REFERENCE

Pre-Accreditation Entry Level Standards for Hospitals – First Edition: April 2014 (NABH)
