

SOP Template: Verification of Discharge Order by Attending Physician

This SOP details the process for the **verification of discharge orders by the attending physician**, ensuring that all patient discharge instructions are accurate, complete, and medically appropriate. It includes steps for reviewing patient records, confirming clinical stability, coordinating with healthcare team members, and documenting the verification to promote patient safety and continuity of care upon discharge.

1. Purpose

To ensure all patient discharge orders are thoroughly verified by the attending physician for accuracy, completeness, and medical appropriateness before patient discharge.

2. Scope

This SOP applies to all attending physicians responsible for authorizing patient discharges from the healthcare facility.

3. Responsibilities

- **Attending Physician:** Verifies and authorizes discharge orders.
- **Healthcare Team:** Provides relevant patient information and assists with discharge planning.
- **Nursing Staff:** Communicates patient readiness and prepares discharge documentation as required.

4. Procedure

1. **Review Patient Records:**
 - Examine the patient's complete medical chart, recent clinical notes, and test results.
 - Verify that the patient has met all clinical, diagnostic, and therapeutic milestones required for discharge.
2. **Confirm Clinical Stability:**
 - Assess the patient's current condition to confirm clinical stability for discharge.
3. **Coordinate with Healthcare Team:**
 - Consult with nursing staff and allied health professionals to ensure all discharge-related needs (e.g., medication, equipment, referrals) are addressed.
4. **Review Discharge Instructions:**
 - Ensure discharge instructions are clear, comprehensive, and tailored to the patient's medical and social needs.
5. **Authorize Discharge Order:**
 - Electronically or manually sign the discharge order after all requirements are met.
6. **Document Verification:**
 - Document the verification process, including confirmation of review and any recommendations, in the patient's medical record.
7. **Communicate with Patient/Caregiver:**
 - Ensure the patient/caregiver understands discharge instructions and next steps.

5. Documentation

- Discharge order signed by attending physician
- Record of review and verification in the patient's chart
- Patient discharge instructions and education materials

6. References

- Hospital Policies on Patient Discharge
- Accreditation and Regulatory Requirements (e.g., Joint Commission)
- Best Practice Guidelines for Patient Transitions of Care