# SOP: Preparation and Review of Patient Discharge Summary

This SOP details the **preparation and review of patient discharge summary**, outlining the process of compiling comprehensive and accurate patient information, including diagnosis, treatment provided, medications prescribed, follow-up instructions, and any necessary referrals. It emphasizes the importance of timely preparation, thorough review by healthcare professionals, and clear communication to ensure continuity of care and patient safety upon discharge.

## 1. Purpose

To ensure the accurate and timely preparation and review of patient discharge summaries, facilitating high-quality, safe, and coordinated patient care after hospital discharge.

## 2. Scope

This SOP applies to all healthcare professionals involved in the discharge process, including physicians, nurses, and administrative staff responsible for documenting, reviewing, and communicating patient discharge summaries.

## 3. Responsibilities

- **Attending Physician:** Prepares initial discharge summary and ensures completion of all sections.
- **Nurses:** Provide input regarding patient care and ensure accuracy of documented treatments and instructions.
- **Reviewing Clinician/Supervisor:** Reviews the discharge summary for completeness, accuracy, and clarity.
- **Administrative Staff:** Ensure timely delivery of the discharge summary to the patient and relevant care providers.

## 4. Procedure

| Step | Description | Responsible Person |
|---|---|---|
| 4.1 | Collect all relevant patient information (diagnosis, investigations, treatment plan, procedures, outcomes). | Attending Physician |
| 4.2 | Document discharge medications, dosages, and instructions. | Attending Physician / Nurse |
| 4.3 | Summarize follow-up appointments and referrals to other care providers. | Attending Physician / Administrative Staff |
| 4.4 | Draft the discharge summary in the approved format/template. | Attending Physician |
| 4.5 | Review the summary for accuracy, completeness, legibility, and clarity. | Reviewing Clinician/Supervisor |
| 4.6 | Obtain signatures of all required healthcare staff. | Reviewing Clinician/Supervisor |
| 4.7 | Provide the discharge summary to the patient/family and ensure transmission to primary care physician or referring provider. | Administrative Staff |
| 4.8 | Document the completion and delivery of the summary in the patient medical record. | Administrative Staff |

## 5. Documentation

- Completed discharge summary (retained in patient's health record)
- Copies for patient and referring/primary care provider
- Log of summary delivery (if separate tracking is required)

## 6. Quality Control & Review

- Regular audits of discharge summaries for completeness and accuracy
- Ongoing training for staff on the discharge process and documentation requirements
- Immediate correction of identified deficiencies, with feedback to responsible staff

## 7. References

- Relevant hospital discharge policies and guidelines
- National/regional standards for hospital discharge documentation
- Professional regulatory requirements

## 8. Revision History

| Version | Date | Description of Change | Prepared By |
|---|---|---|---|
| 1.0 | 2024-06-01 | Initial SOP issued | SOP Committee |