**Tool 11: Discharge Information Checklist**

**Purpose:** Examine whether the standard information that should be provided to all patients and receiving providers at time of discharge is given, regardless of readmission risk.

**Description:** This tool, adapted from the CMS COPs, provides a checklist of information that needs to be provided to patients and their receiving provider at the time of transition.

**Staff:** Quality improvement, nursing, case managers, hospitalist staff.

**Time required:** N/A; tool used for informing a review of existing processes.
**Tool 11: Discharge Information Checklist**

<table>
<thead>
<tr>
<th>Hospitals must provide the following...</th>
<th>Details per the CMS Conditions of Participation</th>
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<tbody>
<tr>
<td>1. A brief reason for hospitalization and principal diagnosis</td>
<td>• Many patients do not know why they were in the hospital.</td>
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<tr>
<td>2. A brief description of hospital course of treatment</td>
<td>• Many patients do not know what was done for them in the hospital.</td>
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</table>
| 3. The patient’s condition at discharge | • Include cognitive function.  
• Include functional status.  
• Include social support structure. |
| 4. A medication list | • Identify changes made during the patient’s hospitalization.  
• Include prescription, over-the-counter, and herbal supplements.  
**Note:** An actual list of medications needs to be included, not just a referral to an electronic list in the medical record. |
| 5. A list of allergies | • Food allergies  
• Drug allergies  
• Drug intolerances |
| 6. Pending test results | • When the results are expected  
• How to obtain the test results |
| 7. A copy of the patient’s advance directive | • Applicable when the patient is being transferred to another facility |
| 8. A brief description of care instructions | • Customized instructions for self-care  
• Consistent with the training provided to patient and caregiver |
| 9. A list of all followup appointments scheduled prior to discharge | • This list should include whom the appointment is with, date, and time. |

*Developed based on May 17, 2013, Centers for Medicare & Medicaid Services updated interpretive guidelines for hospital discharge planning.*