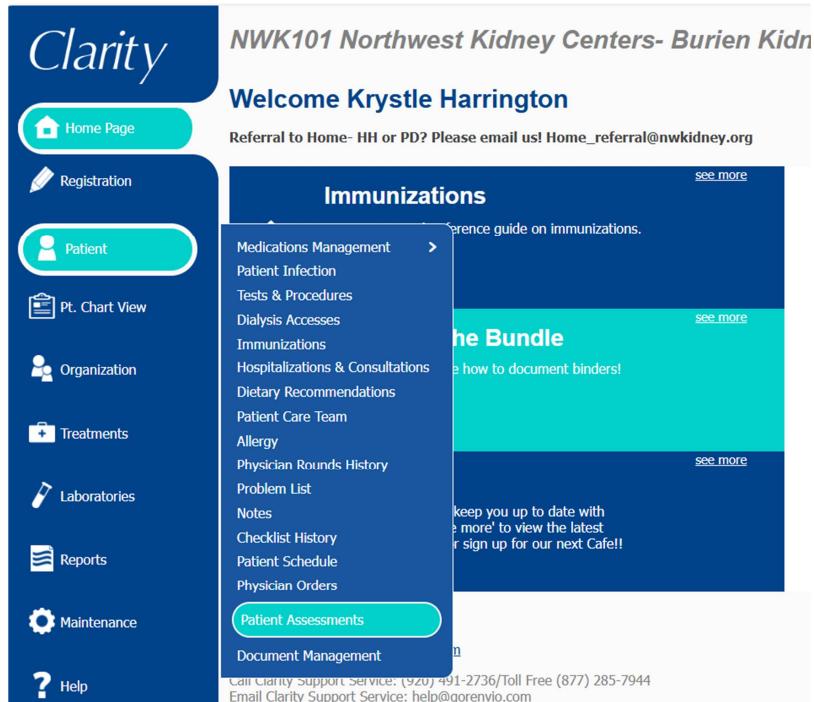


Same-day Discharge Transfer of Care Process During Business Hours (M-F 8:00-1630; except Holidays)

Scope: This process applies to patients who are discharged from the hospital or emergency department on the same-day, need dialysis, and their home unit is closed.

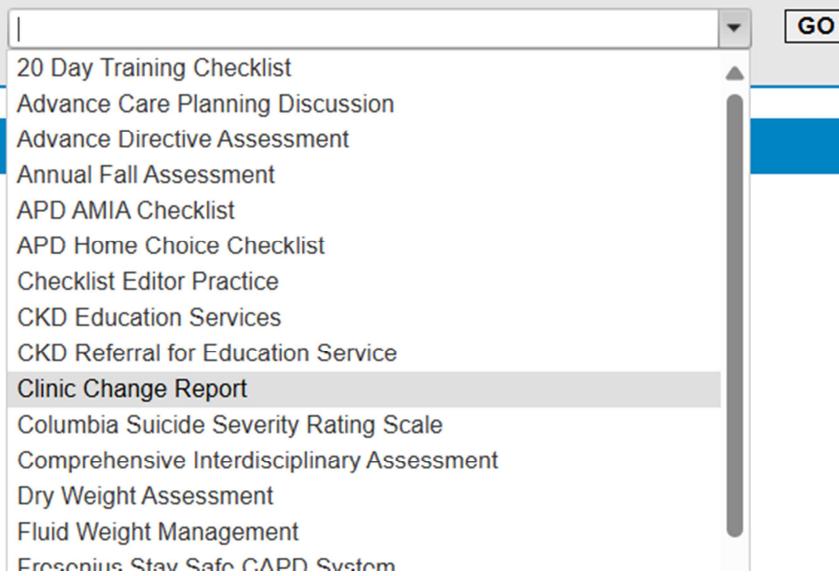
| Task | Tips for Success | Accountable Party |
|---|---|-------------------|
| 1. Provider contacts the Admissions Department to request placement on a day the patient's dialysis clinic is closed. | 206-292-3090 Option 1 is the main line for the Admitting Team. | Provider |
| 2. Admissions Department receives the request and assesses what facility has an available treatment time. | <ul style="list-style-type: none"> • Check ScheduleWise • Check Daily Huddle entry | Admissions |
| 3. Admissions Department confirms with the prospective clinic that a time and chair are available. | <ul style="list-style-type: none"> • Admissions contacts the dialysis clinic to verify availability closest to patient's home residence. | Admissions |
| 4. Admissions Department initiates the Clinic Change Report Checklist in Clarity. | <ol style="list-style-type: none"> 1. Login to Clarity, click on Patient, then Patient Assessment. 2. Select the "Clinic Change Report" from the drop-down menu and click "Go" 3. Find the patient's name and select "add" 4. Select "Add New", select the date, and click "Submit" | Admissions |

5. The Clinic Change Report will populate
6. A pop-up alert will show, select “create checklist.”
7. Complete the Patient Information section of the checklist and save the information by adding your credentials.

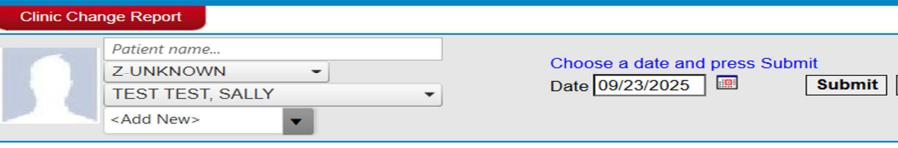


The screenshot shows the Clarity software interface. On the left is a vertical navigation menu with the following items: Home Page, Registration, Patient (highlighted in blue), Pt. Chart View, Organization, Treatments, Laboratories, Reports, Maintenance, and Help. The main content area has a header: **NWK101 Northwest Kidney Centers- Burien Kidn** and a sub-header: **Welcome Krystle Harrington**. Below this is a message: **Referral to Home- HH or PD? Please email us! Home_referral@nwkidney.org**. The main content is divided into two sections: **Immunizations** (with a 'see more' link) and **The Bundle** (with a 'see more' link). The Immunizations section lists various medical terms: Medications Management, Patient Infection, Tests & Procedures, Dialysis Accesses, Immunizations, Hospitalizations & Consultations, Dietary Recommendations, Patient Care Team, Allergy, Physician Rounds History, Problem List, Notes, Checklist History, Patient Schedule, Physician Orders, Patient Assessments (highlighted in blue), and Document Management. At the bottom of the main content area, there is a note: 'keep you up to date with 'see more' to view the latest' and 'sign up for our next Cafe!!'. The footer contains the text: 'Call Clarity Support Service: (920) 491-2736/Toll Free (877) 285-7944' and 'Email Clarity Support Service: help@qorenvio.com'.

Load Checklist



The screenshot shows a search interface for 'Load Checklist'. A search bar at the top contains the text 'Clinic Change Report'. To the right of the search bar is a 'GO' button. Below the search bar is a list of checklist items, each with a small blue vertical bar to its left. The items are: 20 Day Training Checklist, Advance Care Planning Discussion, Advance Directive Assessment, Annual Fall Assessment, APP AMIA Checklist, APPD Home Choice Checklist, Checklist Editor Practice, CKD Education Services, CKD Referral for Education Service, Clinic Change Report (highlighted with a blue bar), Columbia Suicide Severity Rating Scale, Comprehensive Interdisciplinary Assessment, Dry Weight Assessment, Fluid Weight Management, and Fresenius Stay Safe CAPD System.

| | | |
|---|--|----------------------------------|
| |  | |
| 5. The Hospital/ED is provided with the time and date of the scheduled treatment. | | Admissions |
| 6. The receiving facility completes their portion of the Clinic Change Report checklist in Clarity prior to initiating the treatment. | | Receiving Dialysis Clinic |