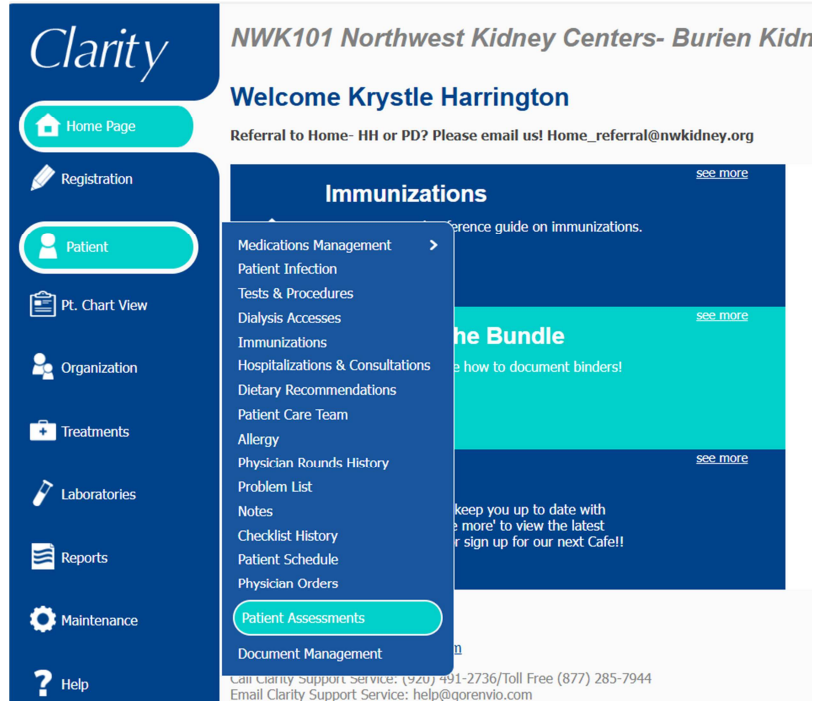


## Same-day Discharge Transfer of Care Process During Business Hours (M-F 8:00-1630; except Holidays)

**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.	<b>206-292-3090</b> 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"> <li>• Check ScheduleWise</li> <li>• Check Daily Huddle entry</li> </ul>	Admissions
3. Admissions Department confirms with the prospective clinic that a time and chair are available.	<ul style="list-style-type: none"> <li>• Admissions contacts the dialysis clinic to verify availability closest to patient's home residence.</li> </ul>	Admissions
4. Admissions Department initiates the Clinic Change Report Checklist in Clarity.	<ol style="list-style-type: none"> <li>1. Login to Clarity, click on Patient, then Patient Assessment.</li> <li>2. Select the "Clinic Change Report" from the drop-down menu and click "Go"</li> <li>3. Find the patient's name and select "add"</li> <li>4. Select "Add New", select the date, and click "Submit"</li> </ol>	Admissions

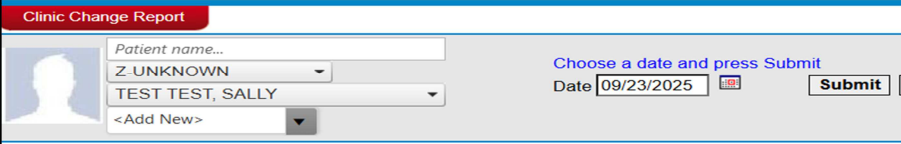
5. The Clinic Change Report will populate
6. A pop-up alert will show, select "create checklist."
7. Complete the Patient Information section of the checklist and save the information by adding your credentials.



### Load Checklist

GO

- 20 Day Training Checklist
- Advance Care Planning Discussion
- Advance Directive Assessment
- Annual Fall Assessment
- APD AMIA Checklist
- APD Home Choice Checklist
- Checklist Editor Practice
- CKD Education Services
- CKD Referral for Education Service
- Clinic Change Report**
- Columbia Suicide Severity Rating Scale
- Comprehensive Interdisciplinary Assessment
- Dry Weight Assessment
- Fluid Weight Management
- Fresenius Stay Safe CAPD System

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