

# Same-day Discharge Transfer of Care Process

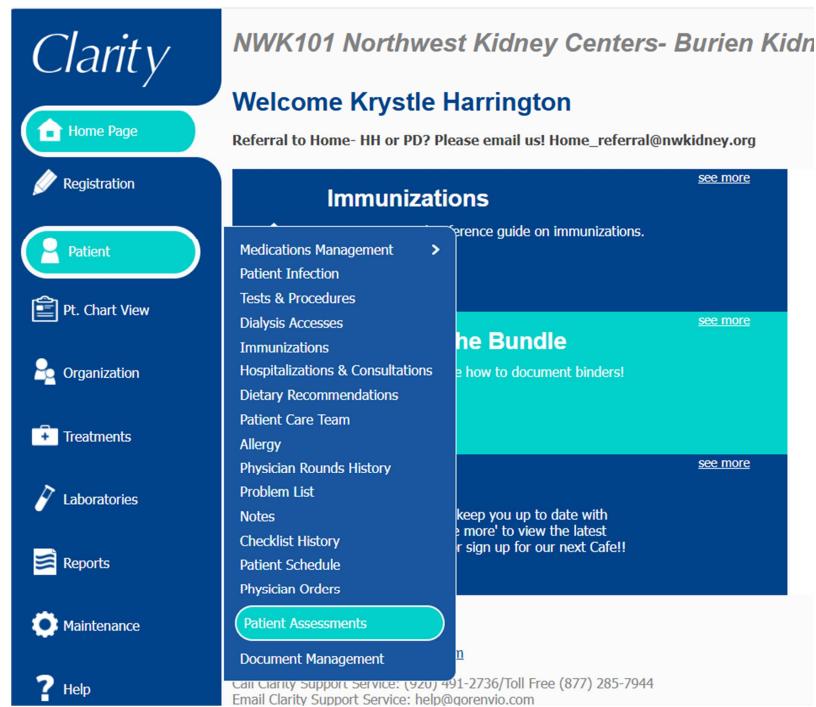
## After Business Hours

### (Friday @ 16:30 - Sunday; Holidays)

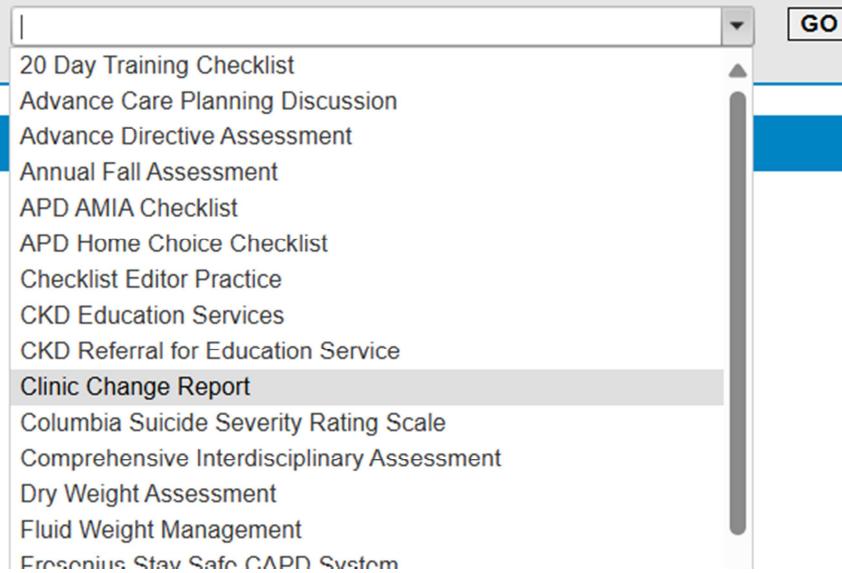
**Scope:** This process applies to patients who are discharged from the hospital or emergency department, need dialysis, and their home unit is closed.

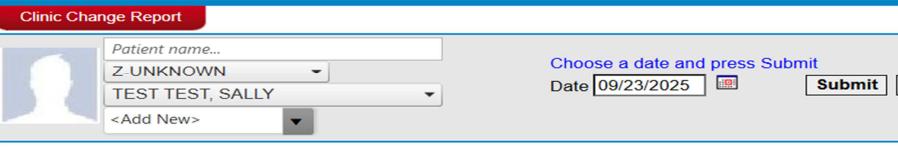
Task	Tips for Success	Accountable Party
1. Provider contacts the Hospital Services Scheduler to request placement on a day the patient's dialysis clinic is closed.	<b>1-855-292-3045</b> is the main contact for the Scheduler.	Provider
2. Hospital Services receives the request and assesses what facility has an available treatment time.	<ul style="list-style-type: none"> <li>Check ScheduleWise</li> <li>Check Daily Huddle entry</li> </ul>	Admissions
3. Hospital Services confirms with the prospective clinic that a time and chair are available.	<ul style="list-style-type: none"> <li>Hospital Services contacts the dialysis clinic to verify availability closest to patient's home residence.</li> </ul>	Admissions
4. Hospital Services initiates the Clinic Change Report Checklist in Clarity.	<ol style="list-style-type: none"> <li>Login to Clarity, click on Patient, then Patient Assessment.</li> <li>Select the "Clinic Change Report" from the drop-down menu and click "Go"</li> <li>Find the patient's name and select "add"</li> <li>Select "Add New", select the date, and click "Submit"</li> <li>The Clinic Change Report will populate</li> <li>A pop-up alert will show, select "create checklist."</li> </ol>	Admissions

7. Complete the Patient Information section of the checklist and save the information by adding your credentials.



### Load Checklist



		
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>