

## **INVOLUNTARY DISCHARGE CHECK LIST FOR DIALYSIS FACILITIES**

No facility takes lightly the involuntary discharge of a patient. Challenging patient situations are often the result of unresolved issues involving both the patient *and* staff, where each has an expected responsibility. The Conditions for Coverage are clear about facility responsibility to ensure that staff have and use appropriate skills to manage challenging patient situations in the dialysis clinic. The Conditions for Coverage also specify the parameters for an involuntary discharge. In the unlikely event that your facility is faced with making a decision about involuntarily discharging a patient, you must abide by the following and make sure all your efforts are documented in the patient's medical record.

Call the ESRD Network #15 Patient Services Department at 303-831-8818 regarding the issuance of a 30-day notice or immediate involuntary discharge. **We will be asking to see your documentation when you notify us of a pending involuntary discharge.** Our request for medical records may include the following:

- INITIAL PROBLEM ASSESSMENT & PLAN OF CARE ADDRESSING INTERVENTIONS AND GOALS
- PATIENT RESPONSE TO INTERVENTIONS
- REASSESSMENT AND NEW OR MODIFIED INTERVENTIONS AND GOALS
- BEHAVIOR CONTRACT, IF IMPLEMENTED (**YOU CAN CONTACT THE PATIENT SERVICES DEPARTMENT FOR ASSISTANCE.**)
- IF DISCHARGE IS FOR NONPAYMENT, DOCUMENTATION OF ASSISTANCE PROVIDED TO LINK PATIENT WITH POTENTIAL PAYMENT SOURCE
- DISCHARGE NOTIFICATION LETTER TO PATIENT (30 DAYS ADVANCE NOTICE)\*
- DISCHARGE ORDER SIGNED BY ATTENDING PHYSICIAN AND MEDICAL DIRECTOR
- DOCUMENTATION OF CONTACTING ANOTHER FACILITY FOR PLACEMENT
- DISPOSITION AT TIME OF DISCHARGE: (1) TRANSFER TO NEW CHRONIC FACILITY; OR (2) IF NO CHRONIC FACILITY ACCEPTS PATIENT, DOCUMENTATION THAT PATIENT WAS GIVEN ACUTE CARE RESOURCES
- DOCUMENTATION THAT YOUR STATE SURVEY AGENCY HAS BEEN INFORMED OF THE INVOLUNTARY DISCHARGE:

- ❖ **ARIZONA: Kathy McCanna, (602) 364-2841**
- ❖ **COLORADO: Peter Myers, (303) 692-2904 or Carol Cambria, (303) 692-2811**
- ❖ **NEVADA: Anne Nesbit, (702) 486-6515 x244**
- ❖ **NEW MEXICO: Rick Pangborn, (505) 841-5812**
- ❖ **UTAH: Leslie Busenbark, (801) 538-6158**
- ❖ **WYOMING: ask for State Survey Agent: (307) 777-7123 or (866) 571-0944 x7123**

- \*In the case of immediate severe threat to the health and safety of others, the facility may utilize an abbreviated involuntary discharge procedure.

