

SOUTHERN MAINE MEDICAL CENTER
HEALTH INFORMATION MANAGEMENT SERVICES

TOPIC: DISCHARGE SUMMARY FORMAT

POLICY:

The primary attending physician is responsible for dictating the Discharge Summary. Per Medical Staff Rules & Regulations, physicians are allowed 30 days after discharge to complete their portion of the chart before the suspension policy applies. When dictating a Discharge Summary, identify the patient by name, (I.E.: spell name) and hospital number. Spell any new or unusual words. The discharge summary should be concise and contain only essential information regarding the patient's illness, investigation, and treatment. The Discharge Summary should be dictated promptly after discharge.

- Patient name and medical record number
- Admission and discharge date
- Final diagnosis (es)
- Operative procedures & dates performed
- Chief complaint
- History of present illness
- Hospital course
- Pertinent clinical findings (I.E.: labs, x-rays)
- Condition on discharge (ambulation, self-care, able to work or compared to condition on admission)
- Discharge medications (medication by name, dosage)
- Discharge instructions to patient and/or family (referrals and/or appointments, other therapeutic measures)

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