

## 2-2 RAPID DISCHARGE PLAN (MODEL)

### I. POLICY

In the event of significant influx of mass casualties requiring the availability of \_\_\_\_ or more beds within a short timeframe, the Rapid Discharge Plan may be activated by the Hospital Incident Command System (HICS) Incident Commander. The goal is to have stable patients off unit as soon as possible.

### II. PROCEDURE

#### A. Initiation of Rapid Discharge Plan

1. The Incident Commander, in collaboration with the Operations Section Chief and the Medical Care Branch Director, has sole authority for implementing the Rapid Discharge Plan.
2. The Inpatient Unit Leader, upon assignment by the Medical Care Branch Director, will:
  - a. Oversee implementation of the Rapid Discharge Plan.
  - b. Assist in establishing Discharged Patients Holding Area(s) located in \_\_\_\_\_ to secure patients until transportation is available.
  - c. Coordinate with the Transportation Unit Leader and Security Branch Director to arrange for transport.
3. The Medical Care Branch Director will notify the Physician Department Heads/Division Chair to initiate the Rapid Discharge Plan. The highest ranking physician or designee who is present and available in each division will report to their assigned unit to initiate the plan.
4. The Hospital Operator will announce activation of the Rapid Discharge Plan via the overhead page system.

#### B. Obtaining Materials

The Rapid Discharge Team Member/designee will obtain the Rapid Discharge packets located on each unit. The packets contain the following emergency materials:

- *Emergency Response Rapid Discharge Orders Form*
- *Emergency Response Rapid Discharge Prescription Order Form*
- *Discharge/Transfer Forms* (and AMA forms)

#### C. Identifying Patients for Discharge

1. The Rapid Discharge Teams, composed of a Physician and Nurse (or Case Manager or social worker, as available) will make rounds on each unit to determine who can be discharged immediately.

2. The following guidelines will be used to identify patients for Rapid Discharge:

Medical Specialty	Guidelines
Medicine	Stable for care at home
Obstetrics (OB)	Multips >8 hr post delivery Primips >24 hr post delivery No complications Select C-sections No infant to take home Infant stable for discharge
Surgery	Patient stable No need for IV therapy Eating and ambulating Pain controlled with oral agents
Pediatrics/Neonates	Stable Noncritical Parent on unit with patient

D. Discharge Process

Once a patient has been identified for immediate discharge:

1. The physician will fill out the *Emergency Response Rapid Discharge Orders* and, if needed, the *Emergency Response Rapid Discharge Prescription Order* for each patient.
2. The Rapid Discharge Team member will:
  - a. Inform the patient of the need to discharge.
  - b. Provide copies of the physician and prescription order forms.
  - c. Provide an explanation of the physician orders and instructions on where to pick up medications.
  - d. Discuss with the patient options on how to get home, including facilitating phone calls to family/friends. If necessary, the Rapid Discharge Team member will alert the Inpatient Unit Leader concerning patient transportation needs.
  - e. Nursing staff completes the remainder of the discharge process, including disconnecting IV lines, providing wound care dressing materials and any general care instructions, etc.

- f. Transfer patient to the Discharged Patients Holding Area in the \_\_\_\_\_ to wait for their ride. Arrange for wheelchair transportation through the Inpatient Unit Leader, if needed.
  - g. Sign in the patient at the Discharged Patients Holding Area.
  - h. Complete and send a copy of the *Discharge/Transfer Form* to Admitting.
3. The Inpatient Unit Leader/designee will sign patients out of the Discharged Patients Holding Area, and provide taxi or bus vouchers as needed.
  4. EMS will control all medical/emergency transport resources.

**Attachments:**

- A. Emergency Response Rapid Discharge Orders
- B. Emergency Response Rapid Discharge Prescription Order

## Rapid Discharge Plan

