إدارة الخدمات الطبية Medical Services Administration





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Policy Title: Patients' Discharge			
Department/Unite:	Policy Number:	Replaces No:	
Nursing Unit.	UOJ-MSA-NR-P/02		
Creation Date: 10/12/2022	Effective Date:	Review Date:	

Revision History			
Subject	Changes made	Done by	Revision date
5	497-313-36-kXTFBD1AS+F/K oa0+N	lJkNw==-6/20/2	023 11:26:49 AM

5497-313-36-kXTFBD1AS+F/Koa0+NJkNw==-6/20/202354926343-364kXTFBD1AS+F/Koa0+NJkNw==-6/20/2023 11:26:49 AM

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Enc: التوقع Date: التاريخ: Ref.:UOJ-MSA-NR-P/02 المرفقات: Ref.:Uoj-MSA-NR-P/02 المرفقات: © © @ @uofjeddah • www.uj.edu.sa

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1. CONDITIONS: 1.1 All Patient of medical services Administration.

2. PURPOSE: 2.1 To maintain safety and protection with patient.

> 2.2 To take vital precautions in case patient in need to be checked by the physician again.

2.3 To support patient with important treatment.

3. **DEFINITIONS**: 3.1 Patients' discharge: refers to those circumstances when a patient discharge

> from medical services Administration is the point at which the patient leaves the center and either goes to home, return to work place or is transferred to another

facility such as hospital.

4. Related N/A

Documents:

5. POLICY: 5.1 Physician must be informed before patient is going away.

6. PROCEDURES:

6.1 Notify nursing administrator, in-charge nurse and Physician.

6.2 Document in the Nurse's Notes on the following:

6.2.1 Patient condition on discharge.

6.2.2 Any specific treatment given before discharge such as wound care.

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6.2.4 Time of leaving.

6.3 Accompanied by whom 6 Document in:

6.3.1 Patient's file.

6.3.2 Discharge Summary form.

6.3.3 Nurse's Notes.

6.3.4 Admission and Discharge Logbook.

7. RESPONSIBILITIES 7.1 All staff of Nursing Unit.

8. Appendix: 8.1 N/A

9. REFERRANCES: 9.1 Ministry of Health Manual for Nursing Unit.

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المرفقات:

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Medical Services Administration





5497-3 Prepared By: (AS+F/KoaO+NJKNw==-6/20/202351197634 Recommended By: (OaO+NJKNw==-6/20/2023 11:26:49 AM

Name: Mrs. Esraa Saady Mrs. Ahlam Alrefai Name:

Position: Quality Representative, Nursing Unit Supervisor, Quality&Patient Safety Unit **Position:**

Date: 10/12/2022 Date:

Signature: Signature:

Approved By: **Reviewed By:**

Name: Mrs. Areej Saymaldaher Name: Dr. Mansour Tobaigy

Position: Supervisor, Nursing Unit Position: Supervisor, Medical Services

Date: Administration 01/05/2023

Signature:

Position:

Supervisor, General Clinics

Dr. Eman Balbaid

Signature:

Name:

Date:

Reviewed By:

Signature: 313-36-kXTFBD1AS+F/Koa0+NJkNw==-6/20/202**3:11926343-36%**kXTFBD1AS+F/Koa0+NJkNw==-6/20/2023 11:2*6*:49/AM

Date:

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