May 20, 2009

Dear Colleagues:

This letter is to remind you of the Joint Commission and Medical Staff bylaw requirements concerning a discharge summary. All patients discharged from the hospital require a dictated discharge summary. This includes:

- Patients who have expired.
- Patients who leave AMA
- Patients staying 48 hours or less. A 48 hour Discharge Summary is acceptable.
- Patients being discharged and readmitted to Psych or Rehab.

The Health Information Management personnel have been instructed to assign the discharge summary allocation for a death to the attending physician.

Please note that the discharge summary must contain all Joint Commission requirements/components in order for it to be acceptable. Below you will find those elements:

- Date of Admission
- Date of discharge including time of expiration were applicable
- Attending Physician
- Local primary care physician
- Final diagnoses
- Reason for admission
- Significant findings of physical exam and test
- Hospital course including: consultations, operation/procedures performed and treatment rendered
- Condition prior to discharge and/or expiration

Thanks in advance for your understanding and cooperation as we implement this change of procedure. If you have any questions and/or concerns; please contact me at 330-375-7672.

Sincerely,

David E. Custodio, MD, FACEP
Assistant VP, Medical Affairs & Quality