Flow chart for 7 day/and or 48 hour follow-up after discharge from an adult/older persons and Learning Disability inpatient unit

Patient to be discharged
The ward will notify Bed Management via a completed daily discharge summary which team will be responsible for undertaking the follow-up when a patient requiring 7 day follow-up or 48 hour follow up is discharged

Bed Management will take the discharge information and discharge from the system. This will then be added to an Admissions and Discharge spreadsheet which is sent to various people for information which includes the relevant CMHT/Community Team Manager. Monday – Friday 8.30am – 5.30pm

The relevant team must advise Bed Management of the expected date of the 7 day follow-up and confirmation this has happened will be taken via the performance department via information gathered from the electronic daily diary sheets

If service user discharged out of hours
Where discharge cannot be pre-determined, the ward must fax a copy of the completed daily discharge summary to Bed Management confirming which team will be responsible for undertaking the follow-up when a patient requiring 7 day/and or 48 hour follow-up is discharged

Bed Management will take the discharge information and discharge from the system. This will then be added to an Admissions and Discharge spreadsheet which is sent to various people for information which includes the relevant CMHT/Community Team Manager. Monday – Friday 8.30am – 5.30pm

The relevant team must advise Bed Management of the expected date of the 7 day follow-up and confirmation this has happened will be taken via the performance department via information gathered from the electronic daily diary sheets

Outcome of 7 day/48 hour follow-ups sent to Bed Management by the Team Manager / Deputy via updating the 7 day follow-up sheet sent out daily to all teams

Other discharges
If patient is AWOL, contact needs to be made via telephone by the responsible ward, if appropriate a slot is given and/or confirmation letter sent

If patient is discharged whilst on leave, Bed Management will inform the responsible community team who will make contact via telephone and offer a slot. If appropriate a confirmation letter can be sent.