DISCHARGE SUMMARY

**BHS UCRM**

**COMPLETED BY:**

1. Licensed/Waivered Psychologist
2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
3. Licensed/Registered Professional Clinical Counselor**\*\***
4. Physician (MD or DO)
5. Nurse Practitioner/Physician Assistant
6. Registered Nurse**\***
7. Licensed Psychiatric Technician/Vocational Nurse**\***
8. MHRS\*
9. Registered PsyD
10. Master Level Student Intern**\*\***

# COMPLIANCE REQUIREMENTS:

1. A discharge summary is completed when the client has been seen for five or more direct, face to face services during treatment.
2. When client has been seen four or less times during treatment for direct face-to-face services, a discharge summary completion progress note is sufficient.
3. The discharge summary must be completed 7 days from the date of discharge (with day 1 being the date of closing assignment from the program).
4. All fields must be completed or marked N/A.
5. Medical Necessity Criteria shall be substantiated.
6. ICM–10 Diagnosis shall be substantiated.

# DOCUMENTATION STANDARDS:

1. Co-signatures must be completed prior to final approval of discharge summary.
2. **\***A/OA & CYF SOC
   1. **\***RNs, MHRS, LPT, Registered PsyD/PhD may not diagnose a mental illness due to scope of practice, but may conduct and claim for discharge summary with review and co-signature by a licensed/registered/waivered staff. Therefore, a stand-alone diagnosis form shall be completed by a qualified provider prior to completion of discharge summary.
   2. Master Level Student Intern may complete with review and co-signature by a licensed/registered/waivered staff.
3. Include unit/subunit/date in text fields to denote program specific entry.
4. When the discharge summary is not completed and final approved the system will prevent other servers from launching any assessments that contain shared fields. A discharge summary that is not final approved is at risk for deletion by another server.
5. Paper forms are only to be completed when the EHR is not accessible and the expectation is that the information on those forms is entered into the EHR as promptly as possible.
6. A discharge summary is not valid until it is thoroughly completed and final approved with all required signatures.

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