

# Discharge Planning Worksheet

**Patient Name:** \_\_\_\_\_

**Instructions:** Fill in, initial, and date next to each task as completed.

Initial Nursing Assessment	Prior to Discharge Planning Meeting	During Discharge Planning Meeting	Day of Discharge
<p>_____ Identified the caregiver at home and backups</p> <p>_____ Told patient and family about white board</p> <p>_____ Elicited patient and family goals for hospital stay</p> <p>_____ Informed patient and family about steps to discharge</p>	<p>_____ Distributed checklist and booklet to patient and family with explanation</p> <p>_____ Scheduled discharge planning meeting</p> <p><b>Scheduled for</b>            _____ / _____ / _____ at _____ [time]</p>	<p>_____ Discussed patient questions</p> <p>_____ Discussed family questions</p> <p>_____ Reviewed discharge instructions as needed</p> <p>_____ Used Teach Back</p> <p>_____ Offered to schedule followup appointments with providers.</p> <p>_____ Preferred dates / times for:</p> <p>PCP:</p> <p>Other:</p>	<p><b>Medication</b></p> <p>_____ Reconciled medication list</p> <p>_____ Reviewed medication list with patient and family and used teach back</p> <p><b>Appointments and contact information</b></p> <p>_____ Scheduled followup appointments:</p> <p>1) With _____ on _____ / _____ / _____ at _____ [time]</p> <p>2) With _____ on _____ / _____ / _____ at _____ [time]</p> <p>_____ Arranged any home care needed</p> <p>_____ Wrote down and gave appointments to the patient and family</p> <p>_____ Wrote down and gave contact information for followup person after discharge</p>

**Patient Name:** \_\_\_\_\_

**Instructions:** Fill in, initial, and date next to each task as completed.

Day 1	Day 2	Day 3	Day 4
<p>_____ Educated patient and family about condition and used teach back</p> <p>_____ Discussed progress toward patient, family, and clinician goals</p> <p>_____ Explained medications to patient and family</p> <p>_____ Morning</p> <p>_____ Noon</p> <p>_____ Evening</p> <p>_____ Bedtime</p> <p>_____ Other</p> <p>_____ Involved patient and family in care practices, such as:</p>	<p>_____ Educated patient and family about condition and used teach back</p> <p>_____ Discussed progress toward patient, family, and clinician goals</p> <p>_____ Explained medications to patient and family</p> <p>_____ Morning</p> <p>_____ Noon</p> <p>_____ Evening</p> <p>_____ Bedtime</p> <p>_____ Other</p> <p>_____ Involved patient and family in care practices, such as:</p>	<p>_____ Educated patient and family about condition and used teach back</p> <p>_____ Discussed progress toward patient, family, and clinician goals</p> <p>_____ Explained medications to patient and family</p> <p>_____ Morning</p> <p>_____ Noon</p> <p>_____ Evening</p> <p>_____ Bedtime</p> <p>_____ Other</p> <p>_____ Involved patient and family in care practices, such as:</p>	<p>_____ Educated patient and family about condition and used teach back</p> <p>_____ Discussed progress toward patient, family, and clinician goals</p> <p>_____ Explained medications to patient and family</p> <p>_____ Morning</p> <p>_____ Noon</p> <p>_____ Evening</p> <p>_____ Bedtime</p> <p>_____ Other</p> <p>_____ Involved patient and family in care practices, such as:</p>
<p><b>Notes</b></p>			