

Name _____ Instructor _____ Class _____ Date _____

Chapter 20 Assignment

1. What are the five types of discharges? What are the similarities and differences?
2. What is the difference between a discharge and a transfer? What are some of the reasons a patient might be discharged or transferred?
3. List the importance of communicating pending discharge information and bed availability to the admitting department or bed placement in a timely manner.
4. List 12 tasks that may be required to complete a routine discharge when paper charts are used.

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5. List six additional tasks that may be required when a patient is discharged to another facility and six additional tasks when a patient is discharged home with assistance when paper charts are used.
6. Describe six tasks necessary to prepare the discharged patient's medical record for the health information management services (HIMS) department when paper charts are used.
7. Explain what the health unit coordinator (HUC) should do when a patient threatens to leave the hospital without a physician's discharge order.