

## How to Discharge and Readmit to Inpatient Hospice

1. Be certain that a hospice referral has been done, through either Lifetime Care or VNS hospice
2. The hospice agency nurse will contact admitting to notify of acceptance into hospice program, and will then contact the provider to discharge the patient and re-admit under inpatient hospice
3. Provider then writes a discharge summary for the patient. Under DISPO: can write “discharge from acute hospital stay and re-admit under inpatient hospice”
4. In e-Record, click the **Discharge tab**
5. In the discharge window, should see a **HOSPICE tab**. Click on this.
6. First order that appears is the discharge order. Complete.
7. Proceed through all active orders, clicking on the “**save for new admission**” tab for any orders you wish to have continued.
8. At the bottom of the page, to the bottom right, is another “**Save for new admission**” tab. **BE SURE TO CLICK ON THIS TAB~ OTHERWISE YOU LOSE ALL ORDERS. Click on the Sign orders.**
9. Follow prompts in the pop window.
10. Contact admitting office x57081 that you have completed the discharge process and are ready to re-admit the patient. If you tell them you are waiting to readmit they generally do this in just a couple of minutes.
11. Watch the e-Record list of patients: When the patient’s hospital days goes to 0, or the admission date changes to the current day, then you are in the new patient record. **IF YOU PROCEED BEFORE THIS HAPPENS, YOU WILL LOSE ALL ORDERS**
12. In the new chart... Click on the **ORDERS MANAGEMENT TAB IN THE NEW RECORD**
13. Click on tab for **Select and Release** orders - click on all the orders you placed, should see your name listed next to the orders.
14. As this is a new admission, I write a brief note titled H & P ~ and just state that the patient is now on hospice and please refer to the daily progress note for physical and plan of care. The old notes will be visible to others. This step avoids a letter in your in basket asking for your H&P