

**CASE MANAGER DISCHARGE CHECKLIST**

* Contact RN clinical supervisor regarding potential admission: Aron Baleme (602) 796-7714 or [aron@bogdenhouse.com](mailto:aron@bogdenhouse.com).
* Email or fax face sheet and recent progress notes
* Coordinate with Bogden house for parent/guardian visit to group home, if requested
* Confirm with insurance company authorization for payment.
* Obtain parent/guardian signature on consent and notarize or obtain DCS consent or confirm they will be present at admission to group home
* Determine needs for transport such as wheelchair, car seat, stroller and coordinate date and time for pick-up with Bogden transport team
* Discharges are safest prior to 3:00 p.m. on weekdays, avoid Friday or weekend discharges

DISCHARGE ORDERS/NURSING INFORMATION:

* All medications and instructions
* Oxygen parameters i.e. keep O2 sat >92 %
* Suction catheter size and depth to suction
* Can patient be bagged by mouth?
* What size GJ/GT and when last changed
* Trach size and cuff volume (if applicable) and last change date
* Formula recipe and feeding instructions
* Last central line dressing change
* Last BM
* Any specific likes/dislikes/soothing techniques
* Provide the name and contact phone for a provider we can contact if there are any questions upon admission to the group home

SUPPLIES:

* Arrange with DME provider for ventilator a to be delivered to hospital at least 24 hours ahead of discharge. Trilogy with power cord; LTV just the vent
* Arrange with DME provider for transport DME **to be available at the hospital**: charged oximeter and probe, charged portable suction with catheters, portable O2, TPN with pumps, tubing and carrying bag, charged feeding pump (if on continuous feeds) tubing and bag, back up trachs
* Confirm that DME supplies **to be delivered to group home** which include formula, feeding bags, feeding extensions, pump stand, back up GT button; suction catheters, saline bullets, trach ties; any dressing supplies; TPN with tubing, dressing change kits, flushes and IV pole; exam gloves; oximeter probes; ventilator stand, power cord and battery; additional trachs; urinary catheters, bags and cath trays; tape

MEDICATIONS:

* Send all medication orders to pharmacy and ensure they will be ready for pickup on discharge day. Coordinate which pharmacy to use with Bogden house staff
* Date & time when meds were last given inpatient

FOLLOW UP APPOINTMENTS:

* Include any scheduled medical appointments in discharge orders
* Include any follow up appointments that need to be scheduled in discharge orders