EMERGENCY ROOM CHECKLIST:
DURING DISCHARGE FROM EMERGENCY ROOM

Client Name: ______________________________________

Instructions: Staff to initial each area as completed. Document any comments related to the completion of each task in the space provided. Forward or file completed Checklist according to agency protocol.

If being admitted to a hospital unit:

_____ 1. Notify guardian/healthcare representative and agency personnel of the admission, the events that occurred in the emergency room and the person’s Room number when available.

_____ 2. Accompany person to the hospital room and assist the hospital personnel in orienting the person to the room, bed, call system etc.

_____ 3. Inform hospital personnel of any special needs, dysphagia precautions, or adaptive equipment the person has and ensure that all health and medication information has accompanied the person to the unit.

_____ 4. Discuss and identify any equipment or personal items that need to be brought from the home.

_____ 5. Be sure all personal belongings and equipment has the person’s name on it and it is inventoried by the hospital.

_____ 6. Ensure all health care and contact information provided to the ER is transitioned with the person to the hospital unit.

_____ 7. Establish a contact person at the hospital and inform guardian/healthcare representative and provider contact of the name and phone number of that person. This may be a nurse, case manager or discharge planner.

_____ 8. Discuss with the hospital contact person the best time of day to call for information and visit the person. Explain that someone will be calling or visiting periodically to follow the person’s progress and treatment course. Recommend that the hospital staff call the agency contact person for any problems questions or concerns.

_____ 9. Document all events that occurred in the ER including all tests performed and all conversations with hospital staff and record per agency policy upon return to the home.
10. Complete necessary incident reports as needed if not already completed.

**If being discharged home:**

*If you have concerns regarding the status of the person and are uncomfortable taking them home:*

11. Voice your concerns and explain the reasons why. Contact the guardian/healthcare representative and/or provider contact person if you have concerns.

*If you are comfortable taking the person home:*

12. Ensure the physician discusses any new orders, new diagnosis or recommendations with the individual and ensure physician answers questions as needed. Assist with supporting communication as necessary at a level appropriate to the individual’s comprehension.

13. Discuss the need for the physician to write detailed orders for medications, instructions for treatments or needed monitoring and any other recommendations or orders necessary for the management of the health issue.

14. Discuss the reason for any new medications and whether there are any special instructions related to the use of the medication including times to administer, methods of administration and anticipated side effects.

15. Discuss when any new medications should begin.

16. Ensure that any medications that are to be discontinued have specific orders for the discontinuation.

17. Discuss whether any monitoring or observation is necessary and what would prompt a call or follow up appointment to the healthcare provider.

18. Discuss whether any follow up procedures or appointments are necessary.

19. Ensure all instructions, recommendations and orders are written clearly.

20. Read orders and recommendations back to the healthcare provider to ensure they are legible and understood.

21. If any directions are unclear, get them clarified before the person leaves.

22. Be sure you receive prescriptions for any new medications.

23. Request that copies of any lab work, x-ray results, and physician notes be collected and provided with the other discharge information.

24. Inquire how the results of any tests will be obtained and/or communicated if not available at discharge.
25. Be sure to obtain the names of the treating physicians.

26. Follow agency policy for summarization, documentation & delivery of information and transcription of new orders.

Comments: 

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Staff Completing: _____________________________ Date: ______________

Outreach Services
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As a service for persons supporting individuals with intellectual/developmental disabilities, BQIS/Outreach developed the Outreach Fact Sheet Library. The information provided is designed to enhance the understanding of the topic and does not replace other professional or medical instructions or individually developed plans. For more fact sheets and information, please visit DDRSOutreach.IN.gov.