



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

CLINICAL

POLICY AND PROCEDURE

SUBJECT: DISCHARGE: PATIENT OBTAINING
MEDICATION/SUPPLIES AND
INSTRUCTIONS

Policy No.: C114.11
Effective Date: 04/1997
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PURPOSE: To provide discharge medications, supplies, and instructions to patients in the most efficient and cost-effective manner, so that patients are discharged as scheduled.

PERFORMED BY: RN/LVN

PHYSICIAN'S ORDER REQUIRED: Yes

POLICY STATEMENTS:

1. Discharge prescriptions are completed by the Licensed Independent Practitioner (LIP) prior to discharge.
2. Each patient and/or family will be instructed on the safe and effective use of discharge medications and supplies.
3. Patients will obtain their medications at either Rancho or an external pharmacy.
4. Patients or family members will be responsible for picking up their discharge medications.
Key Point: Nursing staff will only pick up discharge medications if patients or family members are unable to pick up medications.
5. The safety and security of discharge medications are maintained throughout the process.
6. Discharge supplies are provided through Rancho or an outside vendor.
7. Any planned discharge orders must only be initiated by a provider.

PROCEDURAL STEPS:

A. MEDICATION

1. Discharge medication prescription is completed and signed electronically by the provider.
2. Determine where the prescription will be processed and dispensed
 - a. If the prescription is to be dispensed at an outside pharmacy, the provider will send the prescription electronically to the patient's designated pharmacy.
Key Point: Give the original prescription to the patient/family at the time of discharge if unable to be sent electronically by the provider. Discharge prescription is handled directly between the provider and the pharmacist.
3. When the patient is ready to be discharged, the nurse will:
 - a. Complete the discharge process.
 - b. Inform the patient or family to pick-up the medications directly from the Outpatient Pharmacy. Provide patient sticker label to family if picking up for patient.
Key Point: The pharmacist is to provide and document medication instructions.
4. When the staff picks up the discharge medications from the pharmacy, the staff will:
 - a. Bring the patient's sticker label to the pharmacy.
 - b. Sign the electronic pad and the discharge medication log in the pharmacy acknowledging receipt of the discharge medications.
Key Point: The clerk and transport personnel may assist with this task if medications do not include controlled substances.

- c. Discharge medications should only be picked up from the pharmacy when the patient is ready to leave.
Key Point: No discharge medications must be kept or stored in the unit. If the patient's discharge is cancelled, return the medications to the pharmacy immediately.
- c. Only licensed personnel can pick up controlled substances.
- d. Check the label of each medication prior to giving the medication to the patient against the medication discharge prescription.
Key Point: Any discrepancies will be resolved by the nurse or pharmacist prior to giving them to the patient.

B. SUPPLIES

- 1. Assess what supplies the patient will need upon discharge.
Key Point: Determine amount of supplies needed based on scheduled return appointment.
- 2. Order the supplies through Central Supply using the Outpatient Supply Order form.
Key Point: Case Manager will determine and coordinate if supplies will be provided by outside vendor or will be obtained from Rancho's Central Supply.
- 3. Review with the patient the appropriate use of supplies prior to discharge.

PATIENT / FAMILY EDUCATION:

- A. Teaching about the discharge medication includes, but is not limited to:
 - 1. Name of medication and indication for use
 - 2. Dose and dosage form
 - 3. Route of administration
 - 4. Storage of medication
 - 5. Precautions and relevant warnings
 - 6. Potential side effects and actions to be taken in the event of an adverse effect
 - 7. Food and drug interactions
 - 8. Duration of drug therapy
 - 9. Action to be taken in the event of a missed dose
 - 10. Medication administration times
 - 11. Prescription refill information
- B. Importance of compliance with medication regimen.
- C. How to obtain medication refills.
- D. How to contact the appropriate Outpatient Clinic or vendor if supplies are depleted.

Revised by: Laurie Linares, BSN, RN, PHN, PCCN

References:

Rancho Los Amigos. *Pharmacy Policy and Procedure Manual*, Policy 2.07.5 - Discharge Medications (2022)

The Joint Commission. 2024. *Comprehensive Accreditation Manual for Hospitals*. MM.05.01.11

08/93 – New (C114.12)

04/97 – Revised (Combined former C114.11 & C114.12)

05/00 – Revised

12/02 – Revised

04/05 – Revised

08/08 – Revised

12/11 – Revised

01/15 – Revised

08/16 – Revised

01/18 Revised

09/19 - Revised

02/21 - Reviewed

04/24 - Revised