



**Montana Mental Health Nursing Care Center**  
**Department of Public Health and Human Services**

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**Policy No.** 1402

**Department:** Medical Records

**Policy Name:** Discharge Planning

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7. Social Service staff will make the necessary arrangements and referrals to community agencies and facilities to ensure a smooth transition for the resident. The Director of Clinical Support Services or the Social Services Coordinator will notify all departments regarding discharge arrangements when made.
8. The Aftercare Form (Attachment #3) will be filled out and sent to both the receiving facility and the Mental Health Center in the Region in which the resident will be residing. A copy will be maintained in the Social Service files.
9. Legally competent residents, or legal guardians of residents, may request discharge at any time. They will be discharged within (5) days following a request from the resident and/or guardian.
10. In the event that a resident is competent, or a resident's legal guardian, (unless resident is under mental health commitment), requests discharge that is not advised by the Care Plan Committee, facility administration or the Physician, a REQUEST FOR DISCHARGE AGAINST MEDICAL ADVICE (Attachment #5) must be filled out by the person or persons requesting the discharge.
11. Upon discharge, a DISCHARGE INFORMATION FORM (Attachment #6), must be filled out and given to the business office.
12. All transportation arrangements and notification of other departments will be coordinated by the social worker as soon as a discharged date is arranged. The Montana Mental Health Nursing Care Center may provide for transportation costs if the family or resident is unable to pay for transfer.
13. Interested family and/or guardians shall be notified by phone prior to the discharge date.
14. A Social Service discharge summary will be completed within five working days prior to discharge. This summary will describe the resident at the time of discharge and the arrangements that were made for alternative placement. This shall be kept in the interdisciplinary progress notes that are then kept in the main resident record upon discharge.
15. If guardianship has been initiated in Fergus County, a letter will be sent to a contracted attorney to dismiss guardianship as appropriate upon death or discharge.

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**NURSING**

1. Nursing staff will contact both the physician and psychiatrist for discharge orders.
2. The necessary transfer papers will be completed by Nursing staff.
3. Upon death of the resident nursing will complete the following:
  - A. If a resident dies at the facility give the mortician a copy of the resident's face sheet.
  - B. File original mortician receipt in the resident's medical record.

**MEDICAL RECORDS**

1. Upon death or discharge of a resident, Medical Records will do the following:
  - A. Obtain discharge summary, history and physical, and copy of autopsy report, if appropriate, from the hospital.
  - B. The admission and discharge register is notated, with appropriate discharge information. This will also serve as a death register.
  - C. The computerized medical record will be kept in its entirety.
  - D. Do discharge analysis of medical record.
  - E. File medical record in inactive files.
  - F. Notify reimbursement in Helena.
  - G. Charts on deceased residents will be completed within six (6) weeks of death including discharge summary.

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- H. Charts on discharged residents will be completed including discharge summaries within four (4) weeks of discharge. Discharge summaries will be mailed to the receiving facility.
  - I. Complete MDS discharge/admission form.
2. Upon death of a resident the Medical Records Administrator will complete the following:
- A. Notify the County Clerk & Recorder to send the MMHNCC a certified death certificate.
  - B. Send information of death to AMDD Deputy Administrator at the Department of Public Health Services, Director of Nursing and Director of Clinical Support and Superintendent.

In addition to the above, Medical Records will also make copies of the Medical Record to be forwarded to the receiving health care facility upon or prior to discharge.