

DISCHARGES INSTRUCTIONS FOR SMALL ANIMAL

- A. All worksheets/correspondences should be written legibly! Material not legible will be promptly returned to the student. Discharges are completed on a first come, first serve basis. All discharge worksheets must include student, intern/resident, and senior clinician names, unless resident has Chief Resident status.
- B. Discharges remaining at the end of the day will be taken to the Small Animal Discharge/Emergency Desk.
- C. Blue Discharge Worksheets must be approved prior to being submitted to the word processing office. If you or your clinician want to work from a rough draft, you must prepare it. Clinician(s) and House Officer(s) should initial the orders in the top right-hand corner to indicate the orders have been approved and are ready for final processing. The word processors will prepare final copies (including copies for the record and referring veterinarian) of the discharge instructions and the student may pick them up to obtain the appropriate signatures.
- D. Students should submit discharge worksheets to the word processors well in advance of the patient's scheduled discharge time. This lead time allows the word processors time to finalize orders to make revisions if necessary as well as allowing students time to get signatures. The following schedule applies:
 - I. For morning discharges, orders should be submitted to the word processors early the afternoon prior to discharge.
 - II. For afternoon discharges, orders should be submitted early the morning of the day the patient is scheduled for discharge.

*It is understood that extenuating circumstances arise (e.g., client arrives well in advance of scheduled discharge); these special cases will be handled accordingly.
- E. Preparation of discharge instructions for patients with elective surgeries have not posed difficulties in the past. Elective surgery discharge instructions should be submitted the same day the procedure is performed allowing the word processors ample time to prepare standard take-home orders. Patients requiring additional/special care instructions should be brought to the attention of the word processor preparing the discharge orders. Discharge instructions for these patients usually require more preparation time, so they should be submitted to the word processors well in advance of the patient's scheduled discharge.
- F. Radio-iodine cats. Upon completion of the purple worksheets, students need to provide the word processors with the owner's address (stamped on a 3 x 5 card) and the date of treatment in order to send out reminder cards in a timely fashion.
- G. If preparing discharges yourself, you must include admission and discharge dates. Make copies for the record and referring veterinarian (if applicable) and leave these copies in the record. If needed, additional letterhead will be provided by the Small Animal Discharge/Emergency Desk personnel after hours.