



Veterinary Health Center

MANHATTAN, KANSAS

OFFICIAL PROTOCOL

PATIENT DISCHARGES

Purpose: To ensure coordination between the service area and the client to discharge a patient from the Veterinary Health Center.

- I. Regular discharge hours will be established by each Section. Patients may be discharged at other times provided prior arrangements have been made by the senior clinician, and provided discharge instructions are complete (see following paragraph). If a patient is to be discharged during any time other than regular hospital hours (8:00 A.M. to 5:00 P.M. weekdays or 8:00 A.M. -11:00 A.M. Saturdays) by clinicians/students on emergency duty, the discharge is not to interfere with emergency patient care or other after-hour duties.
- II. The senior clinician on the case (or his/her designate) must authorize discharge of a patient. Veterinary students do not have authority to authorize discharge of animals from the VHC.
- III. The senior clinician on a case is to be notified if a client is in the VHC and wishes to have their animal discharged. The senior clinician (or his/her designated house officer) should discuss the case with the client prior to discharge.
- IV. Authorization consists of:
 - a. Completion of the "discharge instructions", in most instances, written instructions should be provided to the client at the time of discharge.
 - b. Entry of all procedure codes in VetStar.
- V. Patients are not to be discharged unless all fees are paid. If fees are not collected in full, then the animal is to be discharged only after arrangements have been made for payment of all fees owed VHC through the Business Office.
- VI. It is the policy of the VHC that there will be a written follow-up report sent in a timely manner to all referring veterinarians concerning cases seen by the VHC personnel. This report is the responsibility of the senior clinician; students/house officers may be asked to assist in drafting such letters.