

Get tips and best practices regarding these steps—  
and hear how one nursing home used the checklist—  
at [www.Medicare.QualisHealth.org/HometoStay](http://www.Medicare.QualisHealth.org/HometoStay)

Resident Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

# Discharge Preparation Checklist

Plan	Completed		Notes
	Date	Initials	
Schedule follow-up medical appointments and post-discharge tests / labs.	_____	_____	
Plan for the follow-up of tests that are pending at discharge.	_____	_____	
Arrange for post-discharge outpatient services and medical equipment.	_____	_____	
Identify the correct medications and a plan for the resident to obtain and take them.	_____	_____	
<b>Teach Resident &amp; Family</b>			
Educate about diagnosis.	_____	_____	
Teach a written discharge plan.	_____	_____	
Assess the degree of understanding.	_____	_____	
Review what to do if a problem arises.	_____	_____	
<b>Follow Up</b>			
Expedite transmission of the discharge summary to clinicians accepting care of the resident.	_____	_____	
Provide telephone reinforcement of the discharge plan.	_____	_____	



*This checklist was adapted from Project RED as part of an earlier pilot conducted by Leading Age Washington, Qualis Health, and the Washington Health Care Association.*