

# DISCHARGE PLANNING CHECKLIST FOR PATIENTS WITH TYPE 2 DIABETES

**For healthcare professionals:** You may use this discharge planning checklist prior to discharging patients with type 2 diabetes. Many of the areas of discharge noted below are aligned with the National Quality Forum’s *Preferred Practices and Performance Measures for Measuring and Reporting Care Coordination*<sup>1</sup> as well as the American Diabetes Association’s (ADA) *Standards of Medical Care in Diabetes*.<sup>2</sup>

Patient’s Name: \_\_\_\_\_ Patient’s Phone Number: \_\_\_\_\_

Patient’s Home Address: \_\_\_\_\_

Patient’s Primary Language: \_\_\_\_\_ Patient’s Secondary Language: \_\_\_\_\_

Insurance Information: \_\_\_\_\_

Caregiver’s Name (if applicable): \_\_\_\_\_ Caregiver’s Phone Number: \_\_\_\_\_

Discharge Planner’s Name: \_\_\_\_\_ Discharge Planner’s Phone Number: \_\_\_\_\_

Next Site of Care (if applicable): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_ Allergies: \_\_\_\_\_

Discharge Item	Specific Steps	Initial Once Completed
<b>Medication Reconciliation</b> <sup>1-3</sup>	<input type="checkbox"/> Ensured that any chronic medications are resumed (as appropriate) and reviewed the safety of all newly prescribed medications	
	<input type="checkbox"/> Discussed, explained, and provided postdischarge medication list (including prescription, OTC, and/or herbal medicines) to patient and/or next site of care	
	<input type="checkbox"/> Involved a clinical pharmacist, if necessary	
<b>Patient/Caregiver Instructions</b> <sup>1-3</sup> (see next page for suggested patient counseling information)	<input type="checkbox"/> Educated patient about self-management of type 2 diabetes during the hospitalization period	
	<input type="checkbox"/> Documented patient education and understanding of patient instructions	
	<input type="checkbox"/> Provided simple, easy-to-understand instructions in the primary language of patient and in a format written specifically for patients and/or caregivers; did not use abbreviations (eg, qd)	
	<input type="checkbox"/> Reminded patient not to stop treatment without talking to his or her doctor first	
	<input type="checkbox"/> Provided a 24/7 telephone support number, if available	

This form is designed to collect personal health information and should be maintained to protect from inadvertent disclosure. This form is for personal use and does not replace the organization’s preferred discharge medication list.

(continued on next page)

Discharge Item	Specific Steps	Initial Once Completed
<b>Transition Record</b> <sup>1,3</sup>	<input type="checkbox"/> Completed written transition record/discharge summary according to institution/facility procedures	
	<input type="checkbox"/> Provided written transition record/discharge summary to the patient and/or caregiver within 24 hours of discharge	
	<input type="checkbox"/> Forwarded patient transition record to next site of care (if applicable)	
<b>Medication Management</b> <sup>1-3</sup>	<input type="checkbox"/> Wrote or called in any new prescriptions	
	<input type="checkbox"/> Explained all newly prescribed or changed medications	
	<input type="checkbox"/> Filled prescriptions (if possible)	
	<input type="checkbox"/> Ensured that patient and/or caregiver understand when and where to fill new prescriptions	
	<input type="checkbox"/> Confirmed that medications are available at the patient's pharmacy and covered by their insurance postdischarge	
	<input type="checkbox"/> Discussed the importance of patient adherence to all medication instructions	
<b>Follow-up Care</b> <sup>1,3</sup>	<input type="checkbox"/> Made appointments for patient's follow-up visit with appropriate HCPs	
	<input type="checkbox"/> Provided names, addresses, and phone numbers of HCPs, dates and times of appointments, and reasons for visits in written format that is easy to understand for patient and/or caregiver (if applicable)	
	<input type="checkbox"/> Explained to the patient and/or caregiver that he or she should provide the postdischarge medication list to all HCPs involved in his or her care	

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### PATIENT COUNSELING SUGGESTIONS

The ADA recommends reviewing the following areas of knowledge with patients before hospital discharge<sup>2</sup>:

- Identification of healthcare provider who will provide diabetes care after discharge
- Educational information about diabetes, blood glucose goals, and blood glucose self-monitoring
- Recognizing, treating, and preventing hyperglycemia and hypoglycemia
- Importance of consistent eating patterns
- Knowing when and how to administer blood glucose-lowering medications including insulin
- Sick-day management, including creating a sick-day plan with their healthcare team<sup>4</sup>
- Safe use and disposal of needles and syringes, if applicable

**References:** **1.** National Quality Forum (NQF). Preferred Practices and Performance Measures for Measuring and Reporting Care Coordination: A Consensus Report. Washington, DC: NQF; 2010. [http://www.qualityforum.org/Publications/2010/10/Preferred\\_Practices\\_and\\_Performance\\_Measures\\_for\\_Measuring\\_and\\_Reporting\\_Care\\_Coordination.aspx](http://www.qualityforum.org/Publications/2010/10/Preferred_Practices_and_Performance_Measures_for_Measuring_and_Reporting_Care_Coordination.aspx). Accessed April 24, 2014. **2.** American Diabetes Association. Standards of Medical Care in Diabetes—2013. *Diabetes Care*. 2013;30(Suppl 1):S11-S66. **3.** Society of Hospital Medicine. Ideal discharge for the elderly patient: a hospitalist checklist [downloadable form]. SHM website. [http://www.hospitalmedicine.org/AM/Template.cfm?Section=QI\\_Clinical\\_Tools&Template=/CM/ContentDisplay.cfm&ContentID=10303](http://www.hospitalmedicine.org/AM/Template.cfm?Section=QI_Clinical_Tools&Template=/CM/ContentDisplay.cfm&ContentID=10303). Accessed April 24, 2014. **4.** American Diabetes Association. When you're sick. <http://www.diabetes.org/living-with-diabetes/treatment-and-care/who-is-on-your-healthcare-team/when-youre-sick.html>. Accessed April 24, 2014.

This information has been developed by Janssen Pharmaceuticals, Inc., and made widely available to support patient and provider education.