

**DISCHARGE SUMMARY - DICTATION GUIDELINES:**

All discharge summaries must be dictated within 24 hours of patient's discharge

**ADMISSION DATE:****DISCHARGE DATE:****ADMISSION DIAGNOSIS:****DISCHARGE DIAGNOSIS:**

- Dictate the most responsible diagnosis considered by the physician to be the most responsible factor for the patient's longest stay in hospital. For multiple diagnoses it is the diagnosis that contributed to the greatest length of stay.

**OTHER RESPONSIBLE DIAGNOSES:**

- Describe important conditions that influence the patient's length of stay and/or treatment.

**POST ADMIT DIAGNOSES/COMPLICATIONS:**

- As above, but conditions that arise during the hospital stay and effect length of stay and/or treatment.

**SECONDARY DIAGNOSES:**

- Condition that may or may not have been treated but are not significantly contributing to the length of stay or resources used.

**HOSPITAL COURSE:**

- A brief summary of the management of each of the active problems during admission; include major investigations and treatments and outcomes.

**DISPOSITION:**

- A brief statement indicating the disposition of the patient ie, discharged home, home with CCAC, transferred or left against medical advice. Brief discharge instructions, pending investigations etc may also be outlined here.

**CC:** Indicate all physicians/clinicians that you wish the report to be copied to.