

Section: Division of Nursing

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PROCEDURE

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Approval: _____

Issue Date: May, 2002

Revised: March, 2005

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MATERNAL SERVICES

(Scope)

TITLE: QS SYSTEM PATIENT DISCHARGE

PURPOSE: To outline procedure to discharge patient from the QS system.

LEVEL OF RESPONSIBILITY: Childbirth Family Center Staff

CONTENT:

PROCEDURE STEPS:

KEY POINTS:

1. OB personnel will perform computer system discharge functions for those patients discharged from the Childbirth Family Center.
2. Delivered mothers who are discharged from the QS system will appear on the OB "Hold" Roster.
3. QS System records are available for 96 hours following discharge.
4. Transfer undelivered patients to the "Undelivered Hold" Roster for future retrieval.
5. The OB staff will be responsible for the monitoring of the Clinical Information System Patient Census Roster for accuracy.

The systems are the QS fetal monitoring system and the Affinity Hospital-wide information system. Downtime forms will be used and manually carried to appropriate departments during Affinity computer downtime

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After that time, the record will be moved to CD storage as an automatic system function.

Do not "discharge" undelivered patients from the QS system. (Labor checks, preterm labor patients, NSTs, etc)