

## Purpose of this procedure:

To ensure that patients are discharged with the correct medicines and that the information is provided to Primary Care.

## The Procedure:

- 1.0 The Patient Discharge Information Summary or TRAK Inpatient Discharge Summary must be used to prescribe all current medicines. The information required must be accurately transcribed from the inpatient prescription chart and the patient's healthcare records.
- 2.0 Any changes should be documented along with the reasons for the change.
- 3.0 The doctor responsible for the patient's care must ensure that the Patient Discharge Information Summary is completed in adequate time, taking account of the patient's planned time and date of discharge. Please note that compliance devices may require 4 hours to prepare.
- 4.0 At least seven days supply of medicines must be provided, unless a longer or shorter course of treatment is appropriate. The duration of therapy for antibiotic or steroid courses must be specified.

## Associated materials/references:

[The Safe Use of Medicines Policy](#)