

## **Recommended Procedures for Adolescent Inpatient Program Clinician Communications at the Time of Discharge**

In order to improve communication between clinicians working in adolescent inpatient settings and clinicians and other helping professionals working in the community, HEARD recommends that inpatient clinicians utilize the following procedures in relation to discharge planning:

1. Soon after admission, inpatient clinicians working with adolescents should make every effort to obtain written permission to communicate with outpatient behavioral health providers (including community-based psychiatrists), primary care providers, and school personnel. Although some parents or guardians may be hesitant to permit communications with school-based staff in particular, they should be encouraged – and reminded that prompt and reasonably complete communication at the time of patient discharge is a key component to a safe aftercare plan.
2. To the extent that permission for such communication has been obtained, the following information should be provided to the primary care provider, outpatient psychiatrist, outpatient psychotherapist, and designated school personnel (as appropriate):
  - Patient name and birthdate
  - Name and contact information for parents or guardians
  - Name of facility discharging the patient
  - Date of admission and discharge
  - Discharge diagnoses – including, at least, Axes I, II, and III (as appropriate)
  - Discharge medications
  - Aftercare appointments – including with psychiatrist, psychotherapist, and primary care provider (as appropriate)
  - School restrictions, or other information relevant to the return to school after hospitalization
  - Other comments or recommendations for any or all members of the aftercare team (as appropriate)
  - Name and contact information for the inpatient clinician providing this information
3. Although the above information may be provided verbally (by telephone), it is recommended that the information be provided as well in written form. A model form, developed by HEARD participants, is attached.