



**MHS Discharge/ Exit Process**

Process	Standard Tasks	Who
Discharge Readiness Agreed	<p>Discuss discharge plans with client, and family if appropriate</p> <ul style="list-style-type: none"> <li>- ongoing relapse prevention strategies</li> <li>- re-entry processes</li> <li>- community resources available</li> </ul> <p>Need for formal exit meeting</p>	Case Manager
Coordinate Exit meeting	<p>Arrange appointment with psychiatrist <i>(if needed)</i></p> <p>Invite family/significant other <i>(if appropriate)</i></p>	Case Manager
Discharge Appointment	<p>Review treatment history</p> <p>Update diagnosis</p> <p>Confirm client meets exit criteria</p> <p>Confirm current GP</p> <p>Final prescription <i>(if needed)</i></p>	Psychiatrist Case Manager
Formal discharge and /or transfer of care	<p>Complete documentation and close clinical file</p> <p>Formal transfer of care back to GP/NGO/PHO</p> <ul style="list-style-type: none"> <li>- discharge summary to GP</li> </ul> <p>Formal transfer of care to other MHS</p> <ul style="list-style-type: none"> <li>- discharge summary to new service/copy of clinical file if needed</li> </ul> <p>Confirm that client has followed transfer of care arrangements prior to completing discharge process.</p> <p>Complete IT process to remove client off caseload</p> <p>File in discharge storage</p>	Psychiatrist Case Manager