

Transitions of Care Checklist: RMC Inpatient Service to VA Firm A, B & C

☐ Initial/Urgent Attention Materials

☐ Complete Materials

Patient Name: _____ Patient DOB: _____

Patient SSN: _____ Patient's Phone Number: _____

Patient Firm: _____ Patient's PCP: _____

I. Nursing Section:

a.) Does the patient have special needs? None Hearing Vision Translation Disability

b.) Vaccinations given in hospital? No Yes: _____

II. Hospitalist Section:

a.) Physician name and Date (pager):

b.) Discharge Date and Diagnosis:

c.) Outstanding Diagnostic Results Pending?

1. Imaging/Labs/Micro: _____

d.) Patient plans to fill prescriptions at VA? Yes No N/A

e.) Critical Follow Up Tests Needed: _____

f.) High risk meds needing VA PCP approval: _____

g.) Follow up needed: <7 days <14 days within the month Not needed

III. CM Section:

a.) CM Name and contact number: _____

b.) DME: No Yes: _____

c.) Home Health: No Yes: _____

d.) PT/OT: No Yes: _____

e.) Transportation Issues: No Yes: _____

f.) MH/Substance Abuse needs: No Yes: _____

g.) Other Resources Needed: No Yes: _____

h.) Follow up appointment date: _____

Please Fax This form and Materials to the appropriate Firm:

-Firm A: (303) 393-5081

-Firm B: (303) 393-4670

-Firm C: (303) 370-7527

1.) First, please Fax Initial/Urgent materials to the appropriate Firm, prior to patient discharge and as far before discharge as possible. Initial/Urgent materials includes a Medication Reconciliation and the first page above with the "Initial/Urgent" box checked as it contains information that needs to be addressed by the clinic quickly, such as critical follow up tests, DME, Home Health, etc.

2.) Second, fax cover sheet above with the "Complete Materials" box checked as well as other materials listed below. This should be done no sooner than when the discharge summary is completed. Use it as a checklist to ensure all materials are collected before faxing:

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Discharge Summary

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Discharge Medication Reconciliation

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Pertinent Diagnostic Imaging

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Pertinent dictated reports other than Discharge Summary

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Pertinent Diagnostic Imaging Reports

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Pertinent Labs/Microbiology

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H&Ps