

# Health Information Management Stage 1 Meaningful Use Core Set Electronic Copy of Discharge Instructions

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**Purpose:** The purpose of this policy is to specify Indian Health Service (IHS) policy and procedures related to Meaningful Use Electronic Copy of Discharge Instructions.

**Policy:** It is IHS policy that facilities establish both policies and procedures that pertain to Electronic Copy of Discharge Instructions in the Resource and Patient Management System Electronic Health Record (RPMS EHR).

**Objective:** Provide patients with an electronic copy of their discharge instructions at time of discharge, upon request.

**Measure:** More than 50% of all patients who are discharged from an eligible hospital's (EH) or Critical Access Hospital's (CAH) inpatient or emergency department (POS 21 or 23\*) and who request an electronic copy of their discharge instructions are provided it.

**Procedures:** The following procedures shall be followed by the Health Information Management professional.

1. Ensure TIU Note Titles **E-copy Discharge Instr Received** or **E-copy Discharge Inst Not Received** delivered in patch TIU 1007 are used for accounting REQUEST OF ELECTRONIC COPY of their discharge instructions. *These note titles are used in the report logic to achieve Meaningful Use.* This note title should not be used for the discharge instruction themselves but only for documenting disclosure of the electronic copy.
2. Refer to IHS HIPAA Privacy policy and procedure *Access, Inspect & Obtain a Copy of Their Protected Health Information* at:  
[http://www.ihs.gov/ihm/index.cfm?module=dsp\\_ihm\\_pc\\_p2c7\\_ex\\_a](http://www.ihs.gov/ihm/index.cfm?module=dsp_ihm_pc_p2c7_ex_a).
3. Educate clinical staff on the process of patient's request for an electronic copy of their discharge instructions.
4. Provide the information to the patient in an electronic format such as by CD provided by the facility or encrypted e-mail in accordance with local policy.
5. Generate TIU/SSD list of titles to verify that the E-copy note titles are being used for the intended purposes and not for the discharge instructions themselves.

**\*POS (Place of Service) Codes:**

- **21 – Inpatient hospital:** A facility, other than psychiatric, which primarily provides diagnostic, therapeutic (both surgical and nonsurgical), and rehabilitation services by, or under, the supervision of physicians to patients admitted for a variety of medical conditions.
- **23 – Emergency room-hospital:** A portion of a hospital where emergency diagnosis and treatment of illness or injury is provided.