

# ICU Discharge Communication Guidelines

Date: \_\_\_\_\_

To: [Recipient's Name]

From: [Your Name]

Subject: Communication Guidelines for ICU Discharge

Dear [Recipient's Name],

As part of our ongoing efforts to ensure a smooth transition for patients discharged from the Intensive Care Unit (ICU), we have established the following communication guidelines:

## 1. Pre-Discharge Planning

- Schedule a multidisciplinary team meeting at least 24 hours prior to discharge.
- Identify necessary follow-up appointments and ensure they are scheduled.

## 2. Patient and Family Education

- Provide verbal and written instructions regarding post-discharge care.
- Discuss warning signs and symptoms that require immediate medical attention.

## 3. Documentation

- Complete discharge paperwork including medication reconciliation.
- Ensure all relevant information is communicated to outpatient care providers.

## 4. Follow-Up Communication

- Arrange a follow-up call within 48 hours of discharge to assess the patient's condition.
- Encourage families to contact the ICU team with any concerns post-discharge.

We appreciate your cooperation in adhering to these guidelines to enhance the quality of care for our patients. If you have any questions, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]