Tseung Kwan O Hospital Department of Medicine Ambulatory Medical Centre (AMC)

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Workflow for Discharge lounge Pilot on HHH Transfer w.e.f. 6 November 2023

Ward

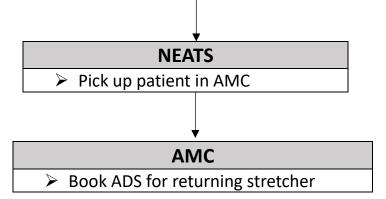
- Doctor prepare document for patient transfer to HHH.
- Contact AMC for booking by phone** (09:00-17:00 Weekdays except SH/PH)
- ➤ Book NEATS with mark "Ward (AMC)" in NTSS 出發地點 e.g. 2B (AMC)
- Nurse arrange the discharge procedure and pack & check belongings for patient

Ward

- Tick "就緒" in NTSS booking system if patient is ready and complete Tx & care
- KEC NEATS control will book ADS for transfer patient by stretcher to AMC
- Inform AMC if patient leave Ward and arrange patient transfer to AMC with patient folder, NEATS booking form and belongings with labelling
- Document patient's vital signs on Nursing Discharge Care Plan and discharge patient in CMS

AMC

- Verify the patient's wristband match with the NTSS booking form when patient arrive discharge lounge
- Continuous patient observation, connect O2 from cylinder to wall if required
- Transfer patient back to parent Ward if patient's condition change or any other unexpected situation. Ward cancel the discharge transaction in CMS



^{**} Exclude patient with active Infectious cases e.g. T.B. or require intensive care