University of Illinois  
College of Medicine at Urbana-Champaign  
Internal Medicine Residency Program

<table>
<thead>
<tr>
<th>Subject: Discharge Summary Policy</th>
<th>Effective Date: 06/01/2011</th>
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<tbody>
<tr>
<td>Category: All services</td>
<td>Revised Date: 11/16/2015</td>
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<tr>
<td>Scope: Program</td>
<td>Approved by REC: 05/27/11; 11/20/15</td>
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PURPOSE: To outline the Program’s policy regarding discharge summaries for patients on the in-patient adult medicine teaching services at Carle Hospital and Provena Covenant Medical Center.

POLICY: Designated residents will complete discharge summaries

PROCEDURE:

1. Required discharge summaries for patients hospitalized 3 days or less will be done by the intern.
2. Discharge summaries for patients hospitalized greater than 3 days will be done by the second or third year resident.
3. Night float interns and residents will not do discharge summaries.
4. Hospitalization is defined as beginning from the day of admission (e.g., not from the day of transfer to the floor from the ICU).