

Checklist Dismissal Letter in orthopedic and trauma Surgery

Diagnoses

- Injuries, fractures with classifications (according to relevance / from head to toe)
- Functional deficits, secondary diagnoses
- further diagnoses, allergies

Therapy

- Surgeries with date, detailed information on the material and prosthesis used
- Special conservative and medicinal therapy, if necessary, with indication.
- Physiotherapy/ ergotherapy/ provision of therapeutic appliances.
- If necessary, monitoring in intensive care unit with time period.
- Consultative care for other specialist departments

Medical history

- History and reason for admission (emergency room/accident date/insurance/consultation/elective).
- Admission findings (functional, pain, imaging).

Course

- Explanation of findings, indication, therapy and results.
- Possible complications in the peri- and postoperative course.
- Wound description with clinical progress, removal of drains/sutures if necessary.
- Pathology/histology/microbiological findings.
- Consultation reports from other disciplines.
- Post-operative result (functional, imaging), insert image if necessary.
- Mobilisation process (if necessary partial loading, movement limitation, immobilisation).
- clinical findings and outcomes at dismissal (wound conditions, pain, mobilisation).
- Location of dismissal/transfer (home/outpatient care/rehabilitation/nursing home)?

Procedure

- Wound examination and care (if necessary, with suture removal) when/how often necessary? By family doctor/outpatient department/doctor?
- Post-treatment (e.g. splint, aids, partial loading, partial and additional loading, movement limitation)
- Continuation of drug therapy (thrombosis prophylaxis, antibiotics, analgesics)
 - Provide medication plan (active substance+dosage+indication+scheme)
- Further controls indicated (e.g. laboratory, radiology)
 - Provide laboratory and radiological images (CD)
- If necessary, appointment for a consultation?
- Duration of work incapacity?
- Rehabilitation/outpatient physiotherapy necessary/organised?

General

- Follow clinic templates and standards
- No duplications - reference to other places in the discharge letter
- Recipient
 - dismissal home: outpatient orthopaedic/trauma surgeon
 - in case of transfer: chief of department of the hospital providing further treatment
- Message to patient and general physician
- Contact details of clinic/ department
 - Signatures of chief/senior/assistant
 - Mark as a provisional letter, if applicable