

This guide belongs to: _____

Hospitool[®]

Your Hospital Admission Tool.



THE PATIENT
I N S T I T U T E

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What is the Hospitool and why should I use it?

Illness and hospitalization are challenging events for patients as well as their families and friends. Though the process of hospitalization may be stressful and complicated, proper organization and knowledge can make a positive difference. **The Hospitool** is a guide that will help you empower yourself and your loved ones to become effective partners with your healthcare team.



Keep this booklet in a safe place that is accessible to caregivers in the case of an emergency.

General Guidelines for Hospitalization

1. Family and friends can serve as advocates for you during your stay. It can be comforting to know someone is helping oversee and communicate on your behalf to the health care team during your hospitalization.
2. Advance directives, Do Not Resuscitate order (DNR), and other legal documents should be up to date, current and easily located. This will clearly convey what your preferences are when it comes to aggressive medical care should it become necessary.
3. If you or your advocates are not clear on the diagnosis, procedures, medications, or plan of care, speak up and ask. Sometimes the doctor may relay information to you and use terms that may not be familiar. Simply ask the doctor to explain further if you do not clearly understand.
4. When new or unfamiliar medications are being prescribed be clear on how they are to be given and if they are to replace or be taken in addition to the medication(s) you are currently taking.
5. Know the risks and benefits of any procedure to minimize avoidable “surprises”. Ask what the impact for the short term will be and how it may affect the long term patient well-being. What is the anticipated recovery time?
6. The doctors and nurses are constantly busy meeting the many needs and demands of those in the hospital. An advocate can help minimize anxiety a patient may be having when having to wait for assistance.
7. Identify and acknowledge exemplary caregivers.
8. Be open and honest about the questions and concerns of the patient and loved ones.
9. Ensure both the patient and those that will be caring for the patient understand all of the discharge instructions.
10. If the patient does not understand or cannot comply with the discharge instructions let the doctor know right away. The patient may be able to receive alternative directions that will be easier to understand and comply with.
11. Hospitalizations are exhausting for both patients and their loved ones. Close friends and family must also take care of themselves to be the best possible contributors to the support of the patient.

Preparing For Your Hospitalization

Bring the following items with you to your visit:

- This booklet, with all of the checklists completed
- Your Social Security number
- Your Medicare card and/or health insurance card and any required authorization or referral forms
- Financial resources to cover your co-payment or balance due at the time of service
- Bring any hospital records you have at home with you; for example, labs and imaging.
- Ensure your relevant medical information is accessible

List the your name, address and phone number(s).

Name: _____ DOB: _____

Home phone: _____ Cell phone: _____

Address:

Code Status: Full Code/ DNR

Medical Power of Attorney:

Do you have an Advance Directive/ Location:

List emergency contact information.

Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____

Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____

Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____

Primary Care Physician (name/ location/ phone number):

Specialty Physicians (name/ location/ phone number):

Name	Specialty	Phone
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Pharmacy (name/ location/ phone number):

Provider Service/ Home Health Agency currently in the home:

Health History:

Allergies: List your known allergies (include foods, drugs, etc.) or adverse reactions to.

Please list current health conditions:

Previous surgeries/date:

Do you have a Pacemaker/Defibrillator: What kind? When was it placed?

Do you smoke or drink?

How often and how much (packs per day/ drinks per day)?



Medication History:

List all of the prescription medications, over-the-counter medications, supplements (vitamins or herbal) or teas you take. Make sure you update this list when any changes are made to your medications:

Current Medications:

Prescription Medication	Mg / Dosage Frequency	Prescribing Physician
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Over-the-Counter Medication or Herbal	Mg / Dosage Frequency	Suggested By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What other information do you think the hospital needs to know (such as religious needs).

Who will take care of your home, pets, etc. during the hospitalization?

Things You Should Know About Your Hospitalization

Prepare a list of questions and concerns for the doctor about the hospitalization. Write down the answers after each question, so you will remember what he / she said when you get home.

Question 1:

_____?

Answer:

Question 2:

_____?

Answer:

Question 3:

_____?

Answer:

What other information should I know?

Answer:

Sample Questions For Your Doctor

Asking questions is an important part of your hospital stay. Here are some sample questions to help you think about what you might ask the doctor:

Tests

- What is the test for?
- How is the test done?
- What do I need to do to prepare for the test?
- When will we get the results for the test and what will they tell us?
- What will you want to do if the results are negative? Positive? Inconclusive?

Treatment

- Why do I need treatment?
- What are my choices for treatment?
- What are the risks and benefits of treatment versus no treatment?
- Are there any side effects or warnings for each choice?
- Do I need to get a second opinion from another doctor?

Medicine

- How much should I take and how often should I take it?
- What will the medicine do?
- Should any medications I am currently taking be discontinued?
- Are there any side effects or warnings for the medicine?
- What should I do if I think I am having side effects or a bad reaction?

Surgery

- Why do I need surgery?
- Are there other ways to treat my problem besides surgery?
- How should I prepare for surgery?
- How long will I be in the hospital?
- How long will it take for me to recover?
- What are common complications?

Summary of Hospitalization

Medical/Surgical Problem 1:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Summary of Hospitalization

Medical/Surgical Problem 2:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Summary of Hospitalization

Medical/Surgical Problem 3:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Summary of Hospitalization

Medical/Surgical Problem 4:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Summary of Hospitalization

Medical/Surgical Problem 5:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Summary of Hospitalization

Medical/Surgical Problem 6:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Summary of Hospitalization

Medical/Surgical Problem 7:

Physician leader:

Other physicians:

Key staff:

Notes from hospital stay:

Questions to Consider Before Being Discharged

1. Have each of the medical problems been resolved or is there further treatment or therapy?
2. Has the discharge medication list been given and explained to the patient and key caregivers?
3. Have the medical records been sent to the patient's primary care physician?
4. Have the medical records been sent to the patient's relevant specialist physicians?
5. Has a follow-up appointment to the primary care physician been arranged?
6. Have follow-up appointments to relevant specialty physicians been arranged?
7. Have follow-up appointments to relevant outpatient diagnostic and treatment centers been made?
8. Have the discharge instructions been distributed and explained to the patient and key caregivers?

If you are going home:

1. Is the home set up to manage the patient's recovery, such as assistance devices or rails in the hallways or bathrooms?
2. Are the appropriate caregivers available? If not, is there an alternative plan or what resources available?
3. Is home health nursing or other care appropriate? If so, has the referral been sent and the first visit scheduled?

If you are going to another facility:

1. Does this facility specialize in treating your remaining medical problems?
2. If the patient is going to rehab, ask if the facility is a skilled nursing, a free standing rehab facility, or an acute care rehab hospital?
3. How far in advance will my family and I be notified when I am going to be discharged from rehab?
4. Has my insurance been verified?

If you are qualifying for hospice services:

1. Ask for referrals to more than one hospice.
2. What can be expected with hospice care?
3. Have the relevant parties been contacted?
4. Is spiritual counseling and support available?



Discharge Information

Discharge Diagnoses:

Discharge status:

Discharge instructions:

Activity Level (Recommendations and limitations): _____

Special Medical Equipment needed at discharge: _____

Diet: _____

Follow up with:

Primary Care (Name/Date of Appointment):

Specialists (Name/Date of Appointment):

Discharging to (circle discharge location):

Home (with home health) Rehab Nursing home/Assisted living

Facility name:

Facility location:

Medication Changes at Discharge:

Medical Terms to Know

Advance Directives are legal papers that tell your doctor and loved ones about the care you want if you become very ill, and you cannot make the decisions for yourself. Important advance directives to have are a living will, power of attorney, and a Do Not Resuscitate Order (DNR).

Cardiopulmonary Resuscitation (CPR) is a way to treat someone if his/her heart stops beating or she/he stops breathing. CPR could be mouth-to-mouth breathing, special medications, catheters, pressing on the chest, using electric shock to restart the heart, or using breathing tubes.

Do Not Resuscitate Order (DNR) is an advance directive that says the doctor cannot try to restart your heart or breathing once it has stopped, if that is your wish. Resuscitation refers to Cardiopulmonary Resuscitation or CPR. Give a copy of your DNR to your doctor, hospital, spouse, and children. It is also a good idea to keep a copy at home in plain sight in case of an emergency.

Hospice, in most cases, enters the picture when no more curative treatment is being sought and the patient has life limiting diseases or diagnoses.

Power of Attorney is an advance directive that lets you pick someone to make medical decisions for you if you become very ill and you cannot make decisions for yourself. This person might be a husband, wife, or child, other relative or a friend. You should pick someone you trust- someone who knows you well and will make good choices for you based on your wishes.

Over the Counter Medicine (OTC Medicine) is medicine you can buy without a prescription. When you take OTC medicine, it is important to follow all the directions. If your symptoms don't go away, it may be time to see your primary care doctor. If you have any questions about OTC medicine, ask your doctor or pharmacist.

Prescription Medicine is a drug that must be ordered by a doctor. Most of the time, you will get prescription medicine from a drugstore or a pharmacy. The doctor might give you a hand-written note or print out to take to the drugstore. Or, the doctor's office might call the pharmacy for you. When you take prescription medicine, it is important to follow all directions. If you have any questions about prescription medicine, ask your doctor or pharmacist.

Resources



The Patient Institute
(210) 862-1678
www.patientinstitute.org

The Patient Institute helps patients and caregivers with making their way through the health care system. For more helpful tools like this booklet, go to The Patient Institute website at www.patientinstitute.org, and click “Tools.” If you’d like more copies of this booklet or the Appointment Log, call (210) 862-1678 or send an e-mail to info@patientinstitute.org. You can also print copies of the Appointment Log at www.patientinstitute.org/takingcontrol.

If you need help finding a primary care doctor or specialist:

1. Go to www.patientinstitute.org
2. Click “Tools”
3. Click “The ‘Find a Doctor Database’” under “Find a Physician”
4. Fill out the “Find Your Doctor” form
5. Click “GO”

THE HOSPITOOL is designed to empower patients and their loved ones to become more effective partners with the patient's healthcare teams while entering, while as an inpatient, as well as when leaving the hospital. These written materials are provided free of charge and are for informational and educational purposes only. No doctor/patient relationship is established by this or any associated documents, and no diagnosis or treatment is being provided. Any information provided should be used in consultation with a physician or other health care providers of your choice. No guarantees or warranties are made regarding any of the information contained in this document. These materials provided are not intended to offer specific dental, medical, or surgical advice to anyone.

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