

HEALTH ALERT: Updated COVID-19 Hospital/Emergency Department Discharge Notification *December 18, 2020*

In order to minimize the risk of secondary transmission, discharge of patients who have tested positive for COVID-19 must be communicated to the San Mateo County COVID-19 Discharge Planners in a timely manner so that isolation precautions can be maintained. Alternative housing options and/or wrap-around services may be available for individuals who are known to have COVID-19, are suspected to have COVID-19, or are awaiting COVID-19 test results and who are unable to appropriately isolate or quarantine.

Please note that you may discharge patients when they are medically ready and that you do not need prior approval. However, you must notify the San Mateo County COVID-19 Discharge Planners every time a patient is released so that we may follow up in a timely manner and provide support to the discharged patient if needed.

Please be prepared to share the patient's demographic information, ideal timeline for discharge, any anticipated barriers to maintaining appropriate isolation, and contact information for the treating medical provider and hospital discharge planner, if available. As always, please leave a call back number so that one of the COVID-19 Discharge Planners can reach you if additional information is necessary to help us address the needs of the patient who is being discharged.

If you anticipate issues with a discharge (i.e., the patient will not be able to safely isolate and would ideally be placed in a hotel), please let us know as soon as possible so that our COVID-19 Discharge Planners can explore options prior to discharge.

There are two ways for you to let us know that a patient is being discharged from the Emergency Department and/or inpatient services:

1. Send the completed [COVID-19 Discharge Planning Form](#) via secure email to HLT_COVID19_Discharge_Planners@smcgov.org. Forms may be submitted at any time but are only processed between 8:00am and 6:30pm 7 days a week.
2. Between 8:00am and 5:00pm 7 days a week, call the 650-573-2346 "warm line." Please leave a detailed message which will be routed to the COVID-19 Discharge Planners for follow-up.

For more information about COVID-19 hospital/ED discharge requests, review the [COVID-19 Hospital Discharge Criteria](#) and [Flow Chart](#) available at www.smchealth.org/providers/covid19. For additional information about communicable disease reporting visit <http://smchealth.org/communicablediseasereporting>.