

Discharge Communicator

The Discharge Director makes sure the cats are returned to the correct caregiver and that each caregiver understands the Surgery Recovery Instructions provided along with a copy of the Rabies Certificate and Discharge Summary.

Station Alert

- If a caregiver is not present to collect their cat(s) at the time specified on the Caregiver Claim Check, call them to remind them their cat is ready to be discharged into their care.

Discharge Director Instructions

1. **Collect the Caregiver Release Forms and the Caregiver Admissions/Registration Log** from the Admissions staff and sort them alphabetically by last name.
2. **Collect the caregiver's copy of each Rabies Certificate / Discharge Summary** from the Clinic Records staff and sort them by cat number.
3. **Direct caregivers to line up at the discharge table.** Caregivers are not allowed inside the clinic area unless they are also volunteers who have checked in or the weather is bad.
4. **Ask each caregiver for the Caregiver Claim Check** they were given at the time of admission.
5. **Give the Caregiver Claim Check to the Discharge Transporter** with instructions to retrieve the trap with the matching Cat ID number.
6. **Confirm that the cat listed on the Caregiver Registration Log** matches the cat in the trap to make certain the correct cat is discharged to the caregiver.
 - The Cat ID number on the Rabies Certificate is a match.
 - The Cat ID number on the Trap Tag is a match.
 - The cat's coat color on the Rabies Certificate and the Caregiver Admissions/Registration Log is a match.
7. **Give the Rabies Certificate to the caregiver.** Surgery Recovery Instructions are on the back and To Go Home orders, if needed, are stapled to the front.
8. **Point out and review the Surgery Recovery Instructions** on the back of the **Rabies Certificate** stressing the following:
 - Review instructions with the caregiver before the cats are brought up so they are not distracted.
 - Speak slowly and be sure caregivers understand the instructions. Ask them to repeat back important information.
 - Instructions should be reviewed with all caregivers, even those who have been to the clinic before.
 - Keep the cats in their traps in a warm and quiet location until morning.
 - Give cats a small amount of canned food this evening.

- In case of an emergency, do not release the cat. Contact the JHS emergency number listed on the recovery instructions.
- Review any special instructions provided on the attached To Go Home slips or written on the Rabies Certificate.
- Call the Clinic Supervisor, if consultation is required.

Station Closing and Cleanup

When the clinic is concluded:

- Inventory the remaining supplies.
- Clean the area and dispose of all trash.
- Wash all of the tables.