

7 things you need to know about your stay

1. Family and friends

Family and friends are a part of your care team and a source of support. You decide who your family and support persons are and how you would like them to be involved in your care. Children should always be accompanied and supervised by an adult other than the patient. For your safety, family and visitors should:

- Wash their hands or use hand sanitizer when entering and leaving your room
- Stay home if not feeling well or have signs of an infection or respiratory illness
- Follow all isolation precautions as instructed by the health care team

2. Dining

Please select your preferred foods from available menu selections for Breakfast, Lunch and Dinner. Depending on your medical condition, some items may not be appropriate for your diet. Please allow us to help you select.

Family and Visitors are encouraged to check with nursing staff prior to bringing foods to patients. Patient meals are served during the following times:

Breakfast	7:30 am – 8:30 am
Lunch	11:30 am – 12:30 pm
Dinner	4:30 pm – 5:30 pm

Guest trays are provided upon request to family members who are helping to provide patient care.

3. Parking

Family and visitor parking is located directly in front of the main hospital entrance as well as adjacent to the emergency department entrance. There is no charge to park. Handicapped parking is available in every visitor parking lot.

4. Need immediate attention

- **Serious medical change**– If you or a family member notice a serious medical change, and you have shared these concerns with your nurse and care team and do not feel these concerns are being addressed, please contact the Emergency Response Team by dialing “0.”
- **Language assistance**– If you or your family need an interpreter, please do not hesitate to ask a team member to request one for you. Language assistance is available any time at no charge.

5. Tell Us Now

Please share with any member of your health care team compliments or concerns you have. If you feel that, after sharing your concerns, you still need additional assistance, please contact the Office of Experience at **252-847-8355**. You may access our Tell Us Now service seven days a week, 24 hours a day. The service provides the opportunity to address concerns while you are still with us. To access Tell Us Now, you may

Email us at ContactOurTeam@VidantHealth.com

Call us at **252-847-TELL (8355)**

Text us at **252-917-9284**

6. Vidant MyChart

As a patient of a Vidant Health hospital, you have access to your medical information through a secure, online portal called MyChart. The portal is a way to:

- View medical history, test results, physician notes, education about your health conditions, and the treatment plan recommended by your doctor
- Request medication refills and a copy of your health record
- Set up inperson appointments or e-visits with your provider
- Pay your Vidant hospital bill
- Send messages to your health care team
- Access your health information on an application of your choice outside of MyChart (such as Apple HealthKit)
- Link your MyChart accounts from other organizations
- Fill out medical forms online prior to your appointment
- Allow your loved ones to access your information

With MyChart you can also give proxy access to your medical information to a family member or caregiver. This allows your family to see the same information. Learn more or sign up by going to VidantMyChart.com.

MyChart® is a registered trademark of Epic Systems Corporation.

7. We are a system of care

The best care is provided in a partnership with you, your loved ones and your Vidant Health care team. At Vidant, your health care team works with you to ensure you receive the right level of care as close to home as possible and helps guide you through our system across eastern North Carolina. This may include continuing your treatment at Vidant Medical Center in Greenville or in one of our other community hospitals.

Quick guide to important telephone numbers

How to make telephone calls

For local calls inside and outside the hospital, simply dial the seven digit number.

General information

252-975-4100

Tell Us Now

252-975-4100 or 252-847-8355

Please share with any member of your health care team compliments about the team or concerns you may have.

For those who are hearing and/or speech impaired

Use the telecommunications relay service (TRS) when calling from inside Vidant Beaufort Hospital. However, the 711 feature will not work from inside. You must dial toll free 800-735-2962 and give the relay operator the full telephone number, including the 252 area code, of the person or department you wish to reach.

When calling from outside the facility, use your local TRS or video relay (remote) interpreting (VRI) service.

Emergency response team

Dial 0

Call this number if you or a family member notice a serious medical change, and you have shared these concerns with your nurse and care team and do not feel these concerns are being addressed.

Chaplains

If you would like us to notify your clergy that you are being cared for, please notify a member of your health care team.

Financial counselors

252-847-4472

Call this number to talk with someone about making arrangements to pay your bill.

Vidant Beaufort Police

252-975-4208 or 252-943-9364

Call this number if you have questions about your security.

Patient dining

252-975-4214

Call this number if you have questions about your food service.



Amenities

Hospital Cafeteria

For your convenience, the hospital cafeteria is located on the first floor just off the main hallway. Our cafeteria offers a variety of entrees, vegetables and desserts as well as an extended salad bar and beverages. Cafeteria hours:

Monday–Thursday

Breakfast 6:30 am – 9:30 am

Lunch 11:30 am – 1:30 pm

Dinner 4:30 pm – 6:30 pm

Friday–Sunday

Breakfast 6:30 am – 9:30 am

Lunch 11:30 am – 1:30 pm

Upfront Café

Our café is located in the main visitors lobby and provides made-to-order sandwiches, as well as salads, cold sides, coffee and snacks.

Monday–Friday 6:30am – 8:00pm

Saturday–Sunday 10:00am – 6:30pm

ATM

An ATM machine is conveniently located in the main hospital lobby.

Vending machines

Vending machines are located on the first floor across from the main elevators and near the Emergency Department entrance.

Chapel and Meditation Garden

The Vidant Beaufort Hospital Chapel is located across the hall from the main elevators on the first floor. The chapel is always open 24 hours a day for prayer and reflection. The Barbara Gray Howdy Meditation Garden is located adjacent to the Marion L. Shepard Cancer Center and is available for meditation, prayer and reflection.

Wi-fi

Vidant Beaufort Hospital offers wireless internet access throughout the facility. Feel free to take advantage of our free *guest wireless* service to keep in touch with family, friends and work.

UpFront Gift Shop

The UpFront Gift Shop is located in the main lobby on the first floor. The gift shop has jewelry, greeting cards, clothing, candy, toiletry items and seasonal gifts. The gift shop is open from 9:00 am – 4:00 pm Monday – Friday.

Television channel lineup

3.....	C-SPAN2	31.....	QVC	54.....	WE
4.....	UNCTV	33.....	HSN	55.....	OWN
5.....	Local Program	36.....	FOX Sports	56.....	Bravo
6.....	CW	37.....	ESPN	57.....	A&E
7.....	Local Program	38.....	ESPN 2	58.....	MSNBC
8.....	NBC	39.....	Lifetime	59.....	ID
9.....	CITY 9	41.....	USA	60.....	TBS
10.....	CBS	42.....	FX	61.....	Cartoon Network
11.....	ION	43.....	SCI-FI	62.....	UP TV
12.....	ABC	45.....	TNT	64.....	Golf
14.....	Disney	46.....	WGN	65.....	History
17.....	Animal Planet	47.....	Universal Kids	66.....	Free Form
18.....	CNN	48.....	CNBC	69.....	FOX News
19.....	FX	49.....	HGTV	70.....	Travel
20.....	Headline News	50.....	E!	71.....	Food Network
22.....	Hallmark	51.....	AMC	72.....	NBC Sports
26.....	C-SPAN	52.....	Discovery		
30.....	The Weather Channel	53.....	TLC		

Getting settled

Your room and your valuables

Patient rooms are designed for your convenience. Bedside rails contain controls for the bed, TV and call button. You may also use a remote control for all these activities. A room telephone with instructions is on the table near your bed. If you would like the room temperature adjusted, ask a member of your health care team.

If you brought valuables such as jewelry or cash with you, please send them home with a family member or friend. If you must keep valuables with you, ask your nurse to lock them in the hospital's safe, which will require a form to be completed. When you are ready to be discharged, remember to ask a health care team member to retrieve your valuables.

For your safety, the use of electrical appliances including curling irons, coffee pots, and patient-owned fans are not permitted in patient rooms.

Examples of equipment that may be used, with the inspection of your nurse include, but are not limited to hair dryers, electric razors, portable computers, games, and radios. Thank you for your cooperation.

What to do with the medicine you brought from home

- Inform your health care team of the prescription medicines, over-the-counter medicines, vitamins, herbal products or health food store products that you are taking.
- Send your personal supply of medications home. If you cannot send your medications home, give them to a health care team member until you are discharged.
- Do not take medicines that you brought from home unless your health care team gives them to you.

Keeping you informed

Communication boards

There are communication boards in the room to help update you on your health care team members, care plans, care goals and important telephone numbers. Use it to list your family's contact information, questions for the care team or to let the team know what is important to you during your stay.

Bedside change-of-shift report

Your health care team will engage you and your family in bedside reporting at each shift change to ensure proper communication of important information. Let your health care team know if you do not want information discussed when family is present.

Hourly rounding

A member of your health care team checks on you frequently to better anticipate your care needs. We encourage you and your family to ask any questions or share any concerns. Write down questions in the care journal provided on page 15 of this handbook. Please use your call bell to request assistance at any time.

Doctor and leader rounding

Doctors and leaders round daily and may visit you during your stay. This is a great opportunity to ask questions and share any compliments or concerns about your care.

Keeping you safe

Your health care team values your observations and insights regarding your safety and well-being. Please bring to the attention of your health care team any safety or quality issues you observe.

Expect team members to:

- Introduce themselves and always wear an identification badge
- Honor your privacy
- Clean their hands before working with you
- Ask and verify your name and date of birth on your identification band before medications, procedures and treatments
- Explain your care and treatment
- Ask you if you have any safety concerns and take steps to address them

We ask you and your family to:

- Check the information on your identification band for accuracy
- Wash your hands often and remind your family, visitors and health care team to do the same

- Ask questions
- Work with your health care team to plan your care
- Speak up if you have concerns
- Let a health care team member know if you have any allergies to foods or medicines or have ever had a bad reaction to any drug, food or latex product

Helping prevent falls

Falls affect patients and families of all ages. With the proper precautions you may lower your risk of injury due to a fall.

We ask you and your family to:

- Use your call button to ask for help
- Keep personal items close
- Always wear your eyeglasses or hearing aid
- Wear non-skid socks or shoes when walking
- Use a cane, crutches or a walker to help with balance
- Keep bed rails up and bed in a low position
- Sit before standing
- Keep walking area clear of cords and clutter
- Leave on a light or nightlight
- Tell us if you see any spills or wet areas

Keeping you comfortable

Your comfort is important to us. Take your pain medicine before walking or exercising, as well as before occupational and physical therapy. When your pain is managed, you will find it easier to walk and exercise. Ask your health care team about non-medicine ways to manage pain such as relaxing, using pillows, using cold and warm packs and keeping your time occupied with other activities.

We want you to be as comfortable as possible. We will ask often about your pain and ask you to rate it on a scale of 0 to 10, with 0 being no pain and 10 the worst pain you could imagine. Our goal is to work with you to address your pain in a manner that best meets your care and treatment plan with a focus on comfort and safety.

- Strong pain medicines (opioids) are helpful in appropriate conditions but carry potential risk of dependency, addiction and abuse.
- The side effects of opioids (constipation, itching, nausea, drowsiness) may require other medications to help provide relief.

Your health care team

You may see several different health care team members each day. Each one should be wearing a Vidant Health identification badge. Below is a list of some team members who may be involved in your care.

HEALTH CARE TEAM	HOW THEY ARE DRESSED
Medical doctor/hospitalist Partners with you to develop the plan for your medical care and treatment and leads the health care team. A hospitalist is a doctor who provides care to patients only while they are in the hospital. An attending doctor is one supervising a team of resident doctors.	<i>Lab coat or scrubs</i>
Resident doctor Works under the supervision of an attending doctor. Resident doctors have completed medical school and are gaining supervised experience in patient care.	<i>Lab coat or scrubs</i>
Advanced practice provider Advanced practice providers (APP) include nurse practitioners, clinical nurse specialists, nurse anesthetists and physician assistants, all with specialized training. These providers help to plan and carry out your medical care and treatment.	<i>Lab coat or scrubs</i>
Registered nurse Partners with you, your doctors and care team to implement your plan of care. A nurse is assigned to you at all times.	<i>Black or white scrubs</i>
Nurse assistant Helps with meals, bathroom needs, baths, linen changes and other personal needs.	<i>Teal and white scrubs</i>
Pharmacist Works directly with your medical team to provide the latest information on your medications. Assists with your discharge medications and education.	<i>Casual business attire</i>
Therapist Helps patients regain or improve their physical abilities. Examples are physical, occupational, speech and respiratory therapists.	<i>Navy scrubs</i>
Dietitian Evaluates your nutrition status and provides counseling and/or education to you and your family. A dietitian also works with the health care team member to ensure appropriate nutritional care.	<i>Casual business attire</i>
Radiology and lab technicians Assist with radiology procedures and drawing blood.	<i>Navy scrubs</i>
Discharge planning team Works with your doctor to help make arrangements after you are discharged. They help with arranging home medications, home nursing and home therapy, securing assisted living and nursing home arrangements and many other needs. The team member may be a nurse or social worker and is called a case manager.	<i>Casual business attire</i>
Environmental Services technician Cleans your room during your stay.	<i>Burgundy tops with black or khaki pants</i>
Students Work under the supervision of an experienced instructor or doctor and are attending a school, college or university. Includes medical, nursing and allied health students.	<i>White, blue or purple scrubs</i>

Patient services

Interpretation and language services

Language assistance is available to patients and families at no charge any time you need it. An in-person interpreter for Spanish is present weekdays between 8:00 am-4:30 pm at Vidant Beaufort Hospital. Interpreters are available at any time by video or telephone for Spanish and other languages. All interpreters are qualified to interpret medical information using accepted national standards. The interpreters are part of your health care team, and they will not share your confidential information. Please talk with a member of your team to request an interpreter or information about other language services, including written material.

American Sign Language (ASL)

ASL services are available for patients and family members who are deaf or hard of hearing.

For patients who are visually impaired or hearing impaired

If you have difficulty seeing or hearing, let a member of your health care team know. With your permission, the team member will place a card on your door with an eye symbol (for patients with difficulty seeing) or an ear symbol (for patients with difficulty hearing). These symbols help alert all team members to your specific needs.

Services for patients with disabilities

If you are a patient with a disability, you can request certain accommodations and auxiliary aids to assist you with receiving care while you are with us. If you have a disability and need help while you are with us, or if you have questions about our services for people with disabilities, ask a member of your health care team or contact the ADA Director at 252-847-0125, 8:00 am to 5:00 pm, Monday – Friday. Vidant Health supports and complies with the Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act. If you have questions or concerns about these laws, contact the Vidant Health designated ADA Director:

ADA Director

**Vidant Medical Center, PO Box 6028, Greenville, NC 27835-6028
252-847-0125**

Complaints and grievance process

Patients and families have a right to expect compassionate, quality health care. After your discharge, you may receive a survey. This survey focuses on your care experience at our hospital and is known as the Hospital Consumer Assessment of Health Care Providers Survey (HCAHPS). It is used nationally and allows patients and hospitals across the country to compare patient care experiences. Please take the time to answer the survey. Your feedback helps us improve and maintain our high standards for quality of care.

You have a right to file a grievance directly with the NC Department of Health and Human Services, Division of Health Service Regulation, formerly known as the Division of Facility Services.

- Call toll free 800-624-3004
- Mail your information to their offices:
2711 Mail Services Center, Raleigh, NC 27699-2711

If you are a Medicare beneficiary, you have the right to refer a concern about the quality of your care.

- Call toll free 844-455-8708

File a complaint about Medicare by contacting

- The Office of the Medicare Beneficiary Ombudsman on its website, www.Medicare.gov/Claims-and-appeals/medicare-rights/get-help/ombudsman/html.
- Toll-free telephone numbers:
800-MEDICARE (800-633-4227)
TTY service is available at 877-486-2048
- Written inquiries:
**Medicare Beneficiary Contact Center
PO Box 39, Lawrence, KS 66044**

You may also contact The Joint Commission (TJC)

- **Go to www.JointCommission.org/report_a_complaint.aspx**
- Fax (630) 792-5636
- Mail your information to their office at:
**One Renaissance Boulevard
Oakwood Terrace, IL 60181**



Health care decisions

We want you to have control of your medical treatment. We intend to do our part to help you make the best decisions for your health care situation by educating you about your treatment choices and the possible outcomes of each. We also provide you with all the information you need so you can make an informed decision.

Advance directives

In the event you become too sick to make decisions for yourself, it is important to have advance directives in place to ensure your wishes are honored. Advance directives are legal documents that give instructions to health care providers about the kind of treatment you want to receive if you are not able to communicate with your health care team.

North Carolina law provides for the following three kinds of advance directives: living will, health care power of attorney and advance instruction for mental health. If you have questions about advance directives, please talk to a member of your health care team.

Hospital ethics committee

Vidant Health supports your right to actively participate in decisions regarding your care, including the decision to refuse life-sustaining treatment. When you are hospitalized, feelings of anxiety and uncertainty often affect both you and your family. There may be times when you have questions pertaining to your planned course of treatment.

You may request a meeting with a hospital ethics committee. A hospital ethics committee provides a consulting service to patients, health care team members and hospitals when personal dilemmas arise. Personal dilemmas include end-of-life decisions, participation in clinical studies and other questions involving ethical matters.

If you or your family members would like to meet with a hospital ethics committee, or if you would like the committee to review your care and planned treatment of an irreversible or terminal condition, inform a member of your health care team and a meeting will be arranged.

Organ and tissue donation

Many people recognize the importance of donation and find comfort knowing that lives can be saved through the precious gifts of organs, eyes and tissue. Transplants offer patients a new chance at healthy, productive and normal lives. One organ donor can save the lives of eight people and enhance the lives of as many as 50 through tissue donation. At the time of death, legal next of kin are contacted if there is an opportunity for organ, tissue or eye donation.

If you have already given consent for organ and eye donation as designated on your driver's license with the N.C. Division of Motor Vehicles Registry, it is important to let your family know of your decision. If you have not designated your wishes on your driver's license, your legal next of kin is contacted to make the decision for you. You can state your wish to become a donor by adding a heart to your driver's license or by going to [DonateLifeNC.org](https://www.donatelifeNC.org) and designating your wishes. For more information, contact Carolina Donor Services at toll free 800-200-2672 or by visiting their website at [CarolinaDonorServices.org](https://www.CarolinaDonorServices.org)

Patient rights

Our first priority is to provide you the care you need, when you need it, with skill, compassion and respect. Please tell us if you have concerns about your care or if you have pain.

Patient rights and responsibilities for adults

As an adult patient, you have the right to:

High-quality hospital care. You have the right to...

- Considerate and respectful care in a safe setting
- Quality care given by competent personnel using high professional standards that are continually maintained and reviewed
- Treatment without discrimination based on age, ethnicity, race, color, religion, culture, language, national origin, sex, gender identity or expression, sexual orientation, physical or mental disability, socioeconomic status or source of payment
- Knowledge of the name of the doctor coordinating your care and the names and roles of people involved in your care
- Be told whom to contact to report a complaint or grievance and expect a prompt response or resolution
- Have a family member and your doctor notified of your admission, if you wish
- Decide who your designated medical representative is
- Be informed (or have your representative informed) about the outcome of your care, including unanticipated outcomes
- Emergency procedures started without unnecessary delay
- Be free from repeated procedures unless they are medically necessary
- Medical and nursing treatment that avoids unnecessary physical and mental discomfort
- Comfort and also information about managing pain
- Exercise your rights without being subject to discrimination, punishment or reprisal
- Communication and information you can understand that is appropriate for you
- Interpreter services for sign language and foreign language as needed at no cost

A safe and clean environment. You have the right to...

- Freedom from abuse or harassment
- Know what rules and regulations of the organization apply to your behavior as a patient
- Information about any professional relationships among individuals who are treating you

- Be woken up only if necessary for medical care
- Be restrained or put in seclusion only if necessary for your safety or the safety of others
- Ask to move to a different room if others in the room are unreasonably disturbing you

Involvement in your care. You have the right to...

- Receive from your doctor all information necessary to give informed consent before the start of any procedure and/or treatment, except in emergencies
- Get complete and current information from your doctor about your medical condition, diagnosis, treatment and expected outcome
- Refuse any drug, treatment or procedure to the extent permitted by law and be informed of the medical consequences of your action
- Decide who your family members, support person, patient representative and visitors are and how you would like them to be involved in your care
- Decide who should have the same visitation rights as immediate family, even if they are not related to you
- Have your family or support person with you unless that person's presence is not appropriate for therapeutic or medical reasons, or violates privacy or safety guidelines
- Be informed about potential participation in a research study or in an organ or tissue donor program and the right to refuse or withdraw from them at any time
- Consult with another doctor at your own request and expense
- Receive spiritual and emotional support and care by a religious official and, where possible, have your religious practices supported
- Make advance directives to guide your health care if you become unable to speak for yourself
- Ask for help with ethical issues and difficult decisions regarding your care
- Access all information in your medical record

Protection of your privacy. You have the right to...

- Confidentiality in all communications and records about your care

- Privacy about your medical care program including case discussions, consultations, examinations and treatments
- Personal privacy during medical or nursing treatments, and during activities like dressing, bathing and using the bathroom
- Privacy about your health care information following HIPAA regulations (Health Insurance Portability and Accountability Act) and hospital policies
- A list of certain disclosures of your personal health information
- Request an amendment to clinical, billing or other records containing personal health information

Help when leaving the hospital. You have the right to...

- Expect reasonable continuity of care, including how to meet your continuing health care needs after discharge
- A complete explanation of the reasons for a transfer to another facility and the alternatives to that transfer, with the understanding that the facility you are going to agrees to accept you

Help with your bill and filing insurance claims.

You have the right to...

- See your bill and receive an explanation of charges regardless of who is paying it
- Information about financial resources that may help pay for your care
- Behavioral Health patients may have additional rights per North Carolina statutes.

As a patient, you are responsible for:

- Providing, to the best of your knowledge, accurate and complete information about your current health condition, past illnesses, hospitalizations and medicines
- Telling your caregiver if you think you will have problems following the prescribed treatment
- Speaking up and asking questions if you do not understand your treatment plan and what you need to do
- Following the treatment plan recommended by the doctor who is responsible for your care
- Making informed decisions about your care
- Making sure that we have a copy of your written advance directive if you have one
- Asking about pain management, including what to expect and options for pain relief
- Making reasonable efforts to cooperate with doctors, team members and other patients
- Providing necessary information for insurance claims and working with us to make payment arrangements as promptly as possible
- Recognizing that your lifestyle and behaviors affect your health
- Keeping appointments that are arranged for your continuing care
- Accepting responsibility for the medical results if you refuse treatment and do not follow your health providers' instructions
- Respecting the rights of other patients, team members and medical center property

Patient rights and responsibilities for children and teens

You and your family have a right to:

Respect and personal dignity

- You are important and we want to get to know you better
- We will tell you who we are, and we will call you by your name
- We will take time to listen to you
- We will honor your privacy

Care that supports you and your family

- We will work together to make you feel as safe and comfortable as possible
- We want to learn about what is important to you and your family
- You, your family and caregivers will plan how the important people in your life can visit you

Information you can understand

- We will explain things to you in ways you can understand
- Someone who speaks your language will help explain things to you
- Someone from your family can be with you when people in the hospital are explaining things to you

Quality health care

- You will be taken care of by doctors, nurses and other people who know how to take care of children and teenagers
- You have the right to know all of the people who take care of you in the hospital
- We will work together with you and your family to make your stay as short and comfortable as possible

Emotional support

- If you feel scared, mad, lonely or sad, it is OK to cry or complain
- You can have your family with you as much as possible
- We can help you meet other children and families who have had experiences similar to yours
- You can wear your own clothing most of the time and keep your special things with you
- You can talk or play with people who know how to help when you have questions or problems
- You can be moved to another room if you are uncomfortable or unhappy, and we can try to make this happen

Care that respects your need to grow, play and learn

- We will consider all your interests and needs, not just those related to your illness or hospital stay
- You have the right to rest, to play and to learn

Make choices and decisions

- Your ideas and feelings about how you want to be cared for are important
- You can tell us how we can help you feel more comfortable
- You can tell us how you want to take part in your care
- You can make choices whenever possible

Your rights regarding discrimination

Vidant Health complies with applicable federal civil rights laws and does not discriminate, exclude people or treat them differently on the basis of race, color, national origin, disability or sex.

Vidant Health provides:

Free aids and services to people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)

Free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

If you need these services, contact a member of your health care team or call 833-505-9249 or TTY 844-438-4640. See back cover for more information.

If you believe that Vidant Health has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with the Office of Audit and Compliance: 2100 Stantonsburg Road, Greenville, NC 27834, call 252-847-0125, fax 252-847-6466, or email Compliance@VidantHealth.com.

You can file a grievance in person or by mail, fax or email. If you need help filing a grievance, the Office of Audit and Compliance is available to help you.

You can also file a civil rights complaint with the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Going home

Leaving the hospital

Discharge planning begins as soon as you enter the hospital in order to ensure that you and your family know what to expect once you leave the hospital. Expect your health care team to discuss what signs and symptoms to look for once you are no longer in the hospital, how and when to take your medicines, if and when you have follow-up appointments, the results of any tests, and any other questions or concerns you have. Nurse and social work case managers are available to help you arrange for assistance with getting your medications and for arranging nursing home care or special health services in your home.

Before discharge

- Arrange for a ride home
- Ask your health care team members in advance about wound care, diet, exercise, prescriptions and follow-up care

Day of discharge

- You will receive discharge instructions. Ask your nurse if you have any questions about your instructions, the date of your follow-up appointments and location or the medications you are to take at home.
- Our goal is for you to be discharged as soon as possible.
- Arrange to have someone at home when you arrive if you need help at home

After discharge

- A member of our health care team may call you after your hospital stay to see how you are recovering. If you have questions or concerns about your condition after you leave the hospital, please refer to the discharge instructions you were provided for what to watch for and when to call your doctor. The instructions should include a phone number for your doctor.

Partnering with your health care team at discharge

Use this SMART checklist to help you prepare to leave the hospital

- I know why I am receiving medical care.
- I understand my health conditions.
- I know about other help I need at home.
(If I am not going directly home, I know where I am going after this hospital visit and why.)
- I and my family or someone close to me know the next steps in my care.
- I have participated in planning the next steps in my care.

Signs and symptoms

- I know what to look for and whom to call.
- I know how to keep my health problems from becoming worse.

Medications

- I know what my medicines are for.
- I know how to take each medicine and what side effects could occur.
- I am able to get my medicines.

Antibiotics are life-saving drugs to treat infections caused by bacteria. Antibiotics have risks and can be overused. It is important to use antibiotics only when needed. Always follow the directions so you use the right drug and the right dose for the right amount of time.

Appointments

- I have an appointment scheduled with my doctor after this hospital visit to follow up on my condition.
- I have transportation to the follow-up appointment.
- I know what appointments have been scheduled for me and what appointments I need to schedule.

Results

- I know how to find the results of tests or labs that I had in the hospital.
- I have a Vidant MyChart account and know how to use it.

Tell Us Now

If you have answered no for any of these questions, please tell us now. Also, if you have additional compliments, concerns, comments and questions about your care, tell any member of your health care team.

**What
matters
to you?**

**What matters to you,
matters to our team**

_____ matters!
(your name)

