

## Discharge Email Instruction Guide

When an infant has been identified as a candidate for home oxygen therapy and the oxygen and pulse oximeter have been ordered, it is important to inform your site's respective data coordinating center (DCC). This will allow for a smooth transition between NICU discharge and outpatient pulmonary follow-up.

Please include the following information in the email: infant ID number, oximeter serial number, anticipated NICU discharge date, whether the family is opting out of sharing their infant's data, and whether the infant has been diagnosed with persistent pulmonary hypertension (PPHN).

In addition to sending an email to your site's DCC, it is important to complete the following forms in the RHO Implementation REDCap database as soon as possible: Screening and Eligibility and NICU Demographics.

**Infant ID:** Detailed instructions for assigning infant ID numbers can be found in the RHO Program Manual. In short, the ID number should be a total of 10 characters in the following format XX-XX-XXXXXX. The first two characters are the RHO implementation site ID, the next two characters are the referring NICU ID, and the last six characters will be sequential for each referring NICU.

**Oximeter Serial Number:** The oximeter serial number is a 10-digit number found on the back of the oximeter below the AC power connector. The serial number is outlined in black in the photo below.



**Anticipated NICU Discharge Date:** Depending on your NICU's current workflows regarding home oxygen ordering and other discharge planning, anticipated discharge date may vary.

**Opt-Out Status:** It is important to notify the DCC if the parent's opted out of sharing their child's data. The child will still be followed by the RHO program and be managed the same, but their data will not be collected.



**PPHN:** Infants with PPHN will be managed by the program with a slight modification to the workflow (see RHO Program manual for details). It is especially important to notify the DCC if the infant has PPHN and parents have opted out to share their data.

#### **Example Upcoming Discharge Email**

Hello [insert name of DCC contact],

We have an upcoming home oxygen discharge that will be followed by [insert name of pulmonologist or site name] on [insert anticipated discharge date]. Their ID number is [insert ID number] and their oximeter serial number is [insert oximeter serial number].

Parents [did/did not] opt out of their child's data being collected as part of the RHO implementation project. This patient [is/is not] diagnosed with PPHN.

Best,

[insert name here]