

25 February 2020

Our Ref: RFI 33357

Dear

**Freedom of Information Act 2000
Information in relation to discharge policies**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 31 January 2020.

A response to the questions raised has been provided by the Hospital Services Directorate.

Q1. *Can you provide a list of all policy relating to the discharge of patients from hospital?*

Q2. *Can you also please provide a full copy of each policy?*

A. Please see "Attachment 1 – Admission & Discharge Policy"

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Jane McCormick
Information Governance Assistant