1. Decision and capacity assessment

Adult emergency and acute care | Decision, discussion and follow-up

Patient / encounter identifier: _____

Discussion time / location; entry time; clinician and participants

Recommended care and reason; completed care / findings / uncertainty

Specific care declined; patient's stated reason and priorities

Communication support, language and interpreter identifier

Capacity: understanding of the relevant information

Record the actual response, not a prefilled conclusion.

Capacity: appreciation of consequences for this patient

Capacity: reasoning about options; choice communicated

Factors affecting assessment; steps taken; clinician conclusion / rationale

Identify the decision and time assessed; record reassessment or escalation if needed.

2. Discussion and decision record

Adult emergency and acute care | Decision, discussion and follow-up

Patient / encounter identifier: _____

Expected benefits and material risks of recommended care discussed

Risks of declining or delaying care; uncertainty explained

Alternatives / assistance offered; response; questions and answers

Pressure / cost concern and source; clarification; response / next action

Record coverage unknowns and inquiry status; do not promise or threaten insurance payment.

Patient's decision; accepted care actually provided; incomplete care

Written refusal requested: signed / declined / unavailable; explanation

Record the request, response and any witness observations.

Patient / authorized representative name and signature, if obtained

If a representative acts, document authority and reason for involvement.

Witness name / role / time and exactly what was observed

Responsible clinician name / role / authentication / date and time

Store completed pages in the approved clinical record. Link any continuation entries.

3. Departure and continuing care

Adult emergency and acute care | Decision, discussion and follow-up

Patient / encounter identifier: _____

Departure time if known; observed condition and source

Instructions provided / route; patient response; invitation to return

Specific return precautions and emergency route explained

Pending tests / results; separately identify tests not obtained

Next action / owner / acceptance; checkpoint / backup / escalation

Follow-up status and evidence; contact route / permission / outcome

Saved records checked; correction / source / author / time / recipients

Link the original entry and record affected task or instruction updates.

Store completed pages in the approved clinical record. Link any continuation entries.