

# Improving Timeliness of Final Discharge Letters to GPs Following Psychiatric Inpatient Discharge: A Re-audit Following System Changes

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## Background

SIGN 128\* recommends GP receipt of discharge documentation within seven days. An electronic Immediate Discharge Letter (eIDL) system was introduced in NHS Fife in November 2024. The impact of this system on timely completion of discharge documentation was re-audited in May 2025.

\*Scottish Intercollegiate Guidelines Network (SIGN). The SIGN discharge document. Edinburgh: SIGN; 2012. (SIGN publication no. 128). [June 2012]. Available from URL: <http://www.sign.ac.uk>

## Methods

A baseline audit of Lomond ward (Aug 2024–Feb 2025) showed 51.3% completion within 7 days with a mean delay of 24 days. A retrospective audit of 33 discharges (Lomond 18; Muirview 15) in May 2025 assessed eIDL timeliness, quality, MHA documentation, and follow-up, informing a standardised eIDL procedure.

## Key Messages

- 67% (Lomond) and 47% (Muirview) of eIDL completed within 48h
- >80% authorised within 7 days

### eIDL Audit snapshot

- Setting: Stratheden Hospital
- Period: May 2025
- Wards: Lomond (n=18), Muirview (n=15)
- Total discharges: 33

## Next Steps

- IT solution for consultant oversight of eIDL
- Implementation and uptake of eIDL procedure manual with Mental Health template instructions
- Rollout of single-page quick reference visual guide on all mental health wards
- Re-audit planned (2026)

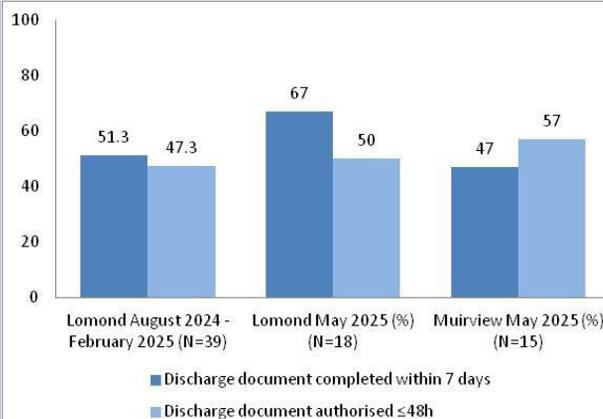


Figure 1. Discharge letter completion rates by ward

## Impact

- Standardised eIDL procedure manual
- Earlier initiation of eIDL during admission
- Improved MDT handover