



Institutional Handbook of Operating Procedures Policy 09.01.09	
Section: Clinical Policy	Responsible Vice President: EVP and COO Clinical Enterprise
Subject: Admissions, Transfers, and Discharges	Responsible Entity: Nursing

I. Title

Delayed Discharge of Newborns

II. Policy

To ensure the infant's safety when the newborn is to remain hospitalized after the birth mother's discharge, the mother may give authorization to discharge the newborn(s) to a specific individual.

UTMB respects the diverse cultural needs, preferences, and expectations of the patients and families it serves to the extent reasonably possible while appropriately managing available resources and without compromising the quality of health care delivered.

III. Guidelines

In instances where a newborn is to remain hospitalized following the birth mother's discharge, the following guidelines apply:

- On the mother's first visit to her baby in NICU and NIU, she is given the *Delayed Discharge of an Infant* form to complete using forms that, whenever possible, have been translated into the mother's preferred language. If the form is not available translated into the mother's preferred language, a translator from the hospital's translation service must be used to inform the mother of the information in the form. The original, signed and acknowledged by the mother, is to be placed in the infant's medical record along with a picture of the mother and one other designee of the mother. The mother will receive the yellow copy of the *Delayed Discharge of an Infant* form. Instructions are given to the family about the delayed discharge of a newborn regarding visitation, photo identification required for newborn release, and bracelet checks.
- Upon discharge, the infant's identification bracelet will be verified with the birth mother's bracelet (if available). If the birth mother's bracelet is no longer on the mother (or number is unable to be read), the infant's bracelet will be compared to the original bracelet number recorded in the Electronic Medical Record. In this case, the mother must also produce photo identification as described below.
- If, upon the newborn's discharge, another individual is to pick up the newborn, the birth mother must provide the nursing unit with the individual's full name, relationship, address and phone number. This individual must provide photo identification (a valid driver's license/state identification card or passport).
- If the mother or person designated to pick the newborn up is unable to come, the attending physician and care manager for the NICU or NIU will be notified.

Incarcerated mothers will give authorization to discharge their newborn(s) to a specific individual by using the Temporary Possession and Authorization to Release Form (form #7737). Care Management must be notified once the baby is born in order to obtain necessary information and signatures to

complete required paperwork.

If a newborn is to be placed in foster care by Child Protective Services (CPS), a court order or notice of emergency removal form must be obtained from CPS and placed in the medical record prior to the newborn's discharge.

Discharge of a newborn to be placed for adoption is addressed in [Policy 09.01.15, Adoption from the Neonatal Nurseries](#).

IV. Related UTMB Policies and Procedures

[IHOP 09.01.15, Adoption from the Neonatal Nurseries](#)

V. Dates Approved or Amended

<i>Originated: 3/22/91</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
4/7/11	
12/17/24	

VI. Contact Information

Women's Infant's/Children's Nursing
(409) 772-5510