

# Discharging A Client

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## Overview

Individuals are discharged at the completion of treatment. If an individual has a Trial Visit, that episode is ended by a Discharge to admit them into residential treatment. Discharging a client closes a specific Episode. If a client has multiple episodes of care, the others will remain open until specifically closed through other discharges.

## Applicable Staff

Directors and Supervisors can discharge individuals from programs or treatment altogether.

## Usage

The **Discharge** form is client and episode based and can be accessed from the Home View under My Forms (if saved there), using Search Forms, navigating the menu path - Avatar PM/Client Management/Episode Management/Discharge, or from within a client's chart.

## Discharge Section

The Discharge Section contains information regarding the date/time and type of discharge, along with comments and instructions.

**NOTE** - Be sure the correct episode is selected before submitting if a client has multiple episodes of care.

Complete all required sections and optional sections as appropriate. If no Demographic information needs to be added or

amended, click **Submit** to complete the discharge.

The screenshot shows a software interface for entering discharge information. On the left is a sidebar with a 'Discharge' section containing 'Demographics' (with sub-items 'Client Demographics' and 'Alias'), a 'Submit' button, and 'Online Documentation'. The main area contains several input fields: 'Episode Number' (with a callout 'Ensure correct episode selected' pointing to the value '2'), 'Date Of Discharge' (with T and Y dropdowns), 'Discharge Time' (with Current, H, M, AM/PM dropdowns), 'Discharge Day Of Week', 'Length Of Stay', and 'Type Of Discharge' (with a dropdown menu open showing options like 'Against Medical/Agency Advice', 'Death', 'Discharge From (Other) Leave Status', etc.). Other fields include 'Date Of Death', 'Reason For Death', 'Discharge Practitioner', 'Accompanied By', 'Discharge Remarks/Comments', and 'Hospital Discharge Instructions'. A callout 'Type of Discharge options' points to the dropdown menu.

## Demographics Section

The **Demographics Section** has two subsections; Client Demographics and Alias.

**Client Demographics** allows entering, viewing, and editing of personal information such as address, email and phone contact information, marital status, religion, ethnicity, etc. None of the fields are required.

<ul style="list-style-type: none"> <li>▫ Discharge</li> <li>▫ Demographics <ul style="list-style-type: none"> <li>Client Demographics</li> <li>Alias</li> </ul> </li> </ul> <div style="text-align: center; border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 0 auto;">Submit</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>👍</span> <span>📄</span> <span>🗨</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>🚫</span> <span>🌐</span> <span>★</span> </div> <p><b>Online Documentation</b></p>	<p>▼ <b>Client Demographics</b></p>		
	Client's Address - Street	123 Street Boulevard	Maiden Name
	Client's Address - Street 2		Marital Status
	Client's Address - Zipcode	90210	Client's Address - City
	Client's Address - County		Client's Address - State
	Client's Home Phone		Client's Work Phone
	Client's Cell Phone		Client Declined To Provide Information On The Following
	Client's Email Address		<input type="checkbox"/> Ethnic Origin <input type="checkbox"/> Race <input type="checkbox"/> Language
	Communication Preference	<input type="radio"/> Email <input type="radio"/> Regular Mail <input type="radio"/> Home Phone <input type="radio"/> Work Phone <input type="radio"/> Cell Phone <input type="radio"/> Do Not Contact <input type="radio"/> Text	
		Primary Language	Client Race
	English	White/Caucasian	
	Ethnic Origin	Religion	
	Not Of Hispanic Origin	Greek Orthodox	
	Place Of Birth		
	Country Of Origin	Education	
	Employment Status	Occupation	

**Alias** allows entry of any know alias(es), smoking status, pregnancy information, and information about protection indicators. None of the fields are required.

<ul style="list-style-type: none"> <li>▫ Discharge</li> <li>▫ Demographics <ul style="list-style-type: none"> <li>Client Demographics</li> <li>Alias</li> </ul> </li> </ul> <div style="text-align: center; border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 0 auto;">Submit</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>👍</span> <span>📄</span> <span>🗨</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>🚫</span> <span>🌐</span> <span>★</span> </div> <p><b>Online Documentation</b></p>	<p>▼ <b>Alias</b></p>	
	Alias	Alias 6
	Alias 2	Alias 7
	Alias 3	Alias 8
	Alias 4	Alias 9
	Alias 5	Alias 10

Alias Section Continued:

- Discharge
- Demographics
  - Client Demographics
  - Alias

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**Online Documentation**

**Smoker**

Smoking Status Assessment Date

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Expected Due Date

Lactating Status

Yes  No

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Mother's Maiden Name

Protection Indicator

Yes  No

Protection Indicator Effective Date

Name Qualifier

Keep Private  Unspecified

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Pregnancy Status

# Tips & FAQ

If any radio button is checked and you wish to clear the selection, select the data and press F5 on your keyboard.

The only required fields to complete a discharge are date and time, type, and the practitioner approving the discharge.

# Technical Information

Menu Location (Avatar PM/Client Management/Episode Management/Discharge)

SQL Table(s) - SYSTEM.discharge\_data

SYSTEM.discharge\_data\_other

SYSTEM.view\_episode\_summary\_admit

SYSTEM.view\_episode\_summary\_discharge

SYSTEM.episode\_history

SYSTEM.patient\_demographic\_history

SYSTEM.site\_specific\_discharge\_adm

RAD Envelope (if applicable)

Related Forms and Reports (data from one form feeds another report/form)

Posted by: [John Cookson](#) - Thu, Feb 4, 2016 at 5:18 PM. This article has been viewed 3187 times.

Online URL: <https://www.mercykb.com/article.php?id=22>