

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 a 'Discharge' form. 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 form area contains several fields: 'Episode Number' (with a value of 2 and a callout 'Ensure correct episode selected'), 'Date Of Discharge' (with T, Y, and a date picker), 'Discharge Time' (with a 'Current' button and AM/PM selector), 'Discharge Day Of Week', 'Length Of Stay', 'Type Of Discharge' (a dropdown menu with a callout 'Type of Discharge options' listing: 'Against Medical/Agency Advice', 'Death', 'Discharge From (Other) Leave Status', 'Discharge From Elopement Status', 'No Further Care Needed At This Facility', 'Pre-Admission Discharge', 'Reason Not Available', and 'Service Needed Unavail At This Facility'), 'Discharge Practitioner' (with a user selection icon), 'Accompanied By', 'Discharge Remarks/Comments', and 'Hospital Discharge Instructions'. A 'Submit' button is located in the sidebar.

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.

<div> <div>Discharge</div> <div>Demographics</div> <div>Client Demographics</div> <div>Alias</div> </div> <div>Submit</div> <div> </div> <div> </div> <div>Online Documentation</div>	<div>▼ Client Demographics</div> <div>Client's Address - Street</div> <div>123 Street Boulevard</div> <div>Client's Address - Street 2</div> <div></div> <div>Client's Address - Zipcode</div> <div>90210</div> <div>Client's Address - City</div> <div></div> <div>Client's Address - County</div> <div></div> <div>Client's Address - State</div> <div></div> <div>Client's Home Phone</div> <div></div> <div>Client's Work Phone</div> <div></div> <div>Client's Cell Phone</div> <div></div> <div>Client's Email Address</div> <div></div> <div>Communication Preference</div> <div> <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 </div>		<div>Maiden Name</div> <div></div> <div>Marital Status</div> <div></div> <div>Primary Language</div> <div>English</div> <div>Client Race</div> <div>White/Caucasian</div> <div>Ethnic Origin</div> <div>Not Of Hispanic Origin</div> <div>Religion</div> <div>Greek Orthodox</div> <div>Client Declined To Provide Information On The Following</div> <div> <input type="checkbox"/> Ethnic Origin <input type="checkbox"/> Race <input type="checkbox"/> Language </div> <div>Place Of Birth</div> <div></div> <div>Country Of Origin</div> <div></div> <div>Education</div> <div></div> <div>Employment Status</div> <div></div> <div>Occupation</div> <div></div>
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Alias allows entry of any know alias(es), smoking status, pregnancy information, and information about protection indicators. None of the fields are required.

<div> <div>Discharge</div> <div>Demographics</div> <div>Client Demographics</div> <div>Alias</div> </div> <div>Submit</div> <div> </div> <div> </div> <div>Online Documentation</div>	<div>▼ Alias</div> <div>Alias</div> <div></div> <div>Alias 2</div> <div></div> <div>Alias 3</div> <div></div> <div>Alias 4</div> <div></div> <div>Alias 5</div> <div></div> <div>Alias 6</div> <div></div> <div>Alias 7</div> <div></div> <div>Alias 8</div> <div></div> <div>Alias 9</div> <div></div> <div>Alias 10</div> <div></div>	
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Alias Section Continued:

Discharge
Demographics
Client Demographics
Alias

Submit

Online Documentation

Smoker

Smoking Status Assessment Date

▼

Expected Due Date

Lactating Status

☐ Yes
☐ No

▼

Mother's Maiden Name

Protection Indicator

☐ Yes
☐ No

Protection Indicator Effective Date

Name Qualifier

☐ Keep Private
☐ Unspecified

▼

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 2928 times.

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