

Discharging A Client

Article Number: 22 | Rating: Unrated | Last Updated: Mon, Jul 25, 2016 at 8:04 AM

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, and 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"> ▫ Discharge ▫ Demographics <ul style="list-style-type: none"> Client Demographics Alias <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;"> 👍 📄 🗨 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 🚫 🌐 ★ </div> <p>Online Documentation</p>	<p>▼ Client Demographics</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	<input type="checkbox"/> Ethnic Origin <input type="checkbox"/> Race <input type="checkbox"/> Language
	Client's Email Address		Place Of Birth	
	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	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"> ▫ Discharge ▫ Demographics <ul style="list-style-type: none"> Client Demographics Alias <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;"> 👍 📄 🗨 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 🚫 🌐 ★ </div> <p>Online Documentation</p>	<p>▼ Alias</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

★

☒

☒

✖

👤

★

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 3118 times.

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