

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 the 'Discharge' module in a software application. The left sidebar has 'Discharge' and 'Demographics' selected. The main area includes fields for 'Episode Number' (set to 2), 'Date Of Discharge' (with a yellow callout 'Ensure correct episode selected'), 'Discharge Time' (set to Current), 'Discharge Day Of Week', 'Length Of Stay', 'Type Of Discharge' (dropdown menu with a yellow callout 'Type of Discharge options' containing: Against Medical/Agency Advice, Death, Discharge From (Other) Leave Status, Discharge From Elopement Status, No Further Care Needed At This Facility, Pre-Aadmission Discharge, Reason Not Available, Service Needed Unavail At This Facility), 'Discharge Practitioner', 'Accompanied By', 'Discharge Remarks/Comments' (text area with a cursor), and 'Hospital Discharge Instructions' (text area with a cursor). A 'Submit' button is at the bottom left, and a toolbar with icons is at the bottom right.

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.

- Discharge
- Demographics
- Client Demographics
- Alias

Submit




Online Documentation

Client Demographics

Client's Address - Street
123 Street Boulevard

Client's Address - Street 2

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's Email Address

Communication Preference

Email Regular Mail Home Phone
 Work Phone Cell Phone Do Not Contact
 Text

Maiden Name

Marital Status

Primary Language
English

Client Race
White/Caucasian

Ethnic Origin
Not Of Hispanic Origin

Religion
Greek Orthodox

Client Declined To Provide Information On The Following

Ethnic Origin Race Language

Place Of Birth

Country Of Origin

Education

Employment Status

Occupation

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

- Discharge
- Demographics
- Client Demographics
- Alias

Submit




Online Documentation

Alias

Alias

Alias 2

Alias 3

Alias 4

Alias 5

Alias 6

Alias 7

Alias 8

Alias 9

Alias 10

Alias Section Continued:

Discharge

Demographics

Client Demographics

Alias

Submit

Online Documentation

Smoker

Smoking Status Assessment Date

Expected Due Date

Lactating Status

Mother's Maiden Name

Protection Indicator

Protection Indicator Effective Date

Name Qualifier

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)

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