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In this lesson you will learn to discharge a client from an episode. You will specify the date, time, and type of discharge, and you will enter the name of the discharging practitioner. If the client’s demographic information has changed, you will enter those changes at discharge time. This could be helpful if the client were to return to BHRS at a later time.

Lesson Objectives

- Learn the steps for discharging a client from an episode
- Update client demographics information if appropriate
LES S S N S C E N A R I O

Tom Lew is an administrator at a BHRS clinic. Today he will discharge a client who no longer needs care at his clinic. After entering the date, time, and type of discharge, Tom checks with the client to see if there are any changes in his demographic information. He knows this updated information could be helpful if the client returns to BHRS at a later date.
UNDERSTANDING DISCHARGE (OUTPATIENT)

You use this feature to discharge a client from an episode when the client no longer needs the services related to that episode. Following are examples of typical discharge situations:

- If a client no longer needs BHRS services, they should be discharged from all open episodes.
- Youth clients who reach adulthood must be discharged from all Youth episodes and then go through the Adult Admission process.
- If a client transfers to a different clinic, the client is discharged from the first clinic and admitted to an episode at the second clinic. (The Care Coordinator responsibility transfers to the second clinic.)

WHO CAN PERFORM THIS FUNCTION?

Administrators perform this function.

MENU PATH

Avatar PM→Client Management→Episode Management→Discharge (Outpatient)

EPISODE SELECTION SCREEN

When you choose the Discharge (Outpatient) command, if the client has more than one episode, the Episode Selection screen appears so you can choose the appropriate episode to discharge the client from.
**DISCHARGE TAB**

The Discharge tab is where you specify the date, time, and type of discharge, as well as the discharging practitioner. A comment field is also available where you can elaborate on the reason for the discharge.

![Discharge Tab Image]

**DEMOGRAPHICS TAB PAGE 1**

Update the client’s demographics with the most current information available at the time of discharge.

![Demographics Tab Image]
**DEMOGRAPHICS Tab, Page 2**

Use this page to update Alias information regarding the client.

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**Exercise 1: Discharge a Client**

_In this exercise you will discharge your client from the episode you created in the admission bundle earlier in this course, and you will update demographic data._

**Before You Begin:** If necessary, activate a client with an open episode.

1. Choose Avatar PM → Client Management → Episode Management → Discharge (Outpatient) from the Menu Frame.
   
   _If your client has more than one episode, the Episode Selection screen appears._

2. If necessary, choose an episode from which to discharge your client.

3. Follow these steps to begin the discharge:

   **A** Click the T button to enter today’s date as the discharge date.

   **B** Click the Current button to enter the current time as the Discharge Time.

   **C** Choose the discharge type shown here from the dropdown list.

   **D** Perform a process search to locate the Discharge Practitioner.
Click the Demographics tab.

_You determined that the client has a new work phone._

4. Enter the new phone number shown here.

<table>
<thead>
<tr>
<th>Client's Address - Zipcode</th>
<th>94403</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client's Address - City</td>
<td>SAN MATEO</td>
</tr>
<tr>
<td>Client's Address - County</td>
<td>SAN MATEO</td>
</tr>
<tr>
<td>Client's Address - State</td>
<td>CALIFORNIA</td>
</tr>
<tr>
<td>Client's Home Phone</td>
<td>555-555-1212</td>
</tr>
<tr>
<td>Client's Work Phone</td>
<td>855-111-1111</td>
</tr>
</tbody>
</table>

5. Click the Forward icon to move to page 2 of the Demographics tab.

_You establish that there are no changes needed in the Alias fields._

6. Click the Submit icon on the Option toolbar to save your changes.
CONCEPT REVIEW

1. If a client no longer needs BHRS services, the client should be discharged from all open episodes.
   a. True
   b. False

2. If a client has an open episode in one clinic and then opens a second episode in another clinic, and if the client is discharged from the first episode, the first clinic still retains the Care Coordinator responsibility.
   a. True
   b. False

3. It is not necessary to update a client’s demographic information at the time of discharge. Since the client is being discharged, their demographic information is no longer important to BHRS.
   a. True
   b. False
APPENDIX—CONCEPT REVIEW ANSWERS

1. a
2. b
3. b