Division of Public and Behavioral Health
Policy

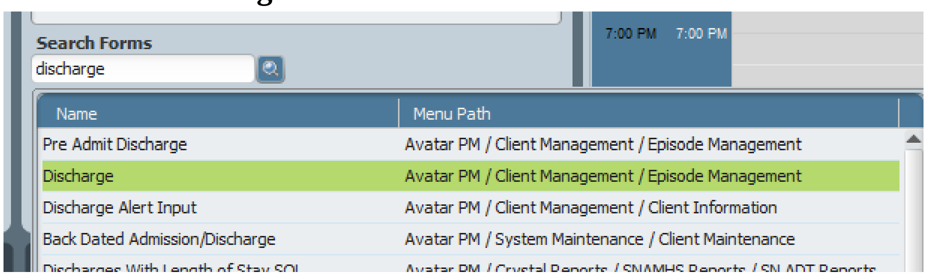
Control #	Rev.	Type	Title	Effective Date	Page
			Discharge	date	1 of 5

1.0 Policy

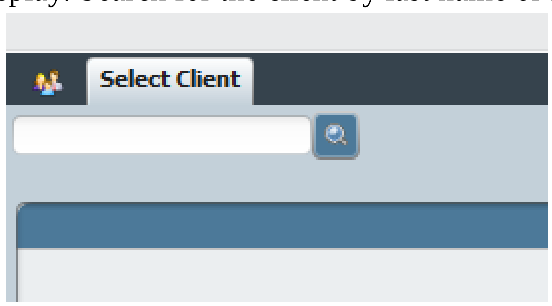
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

2.0 Procedure

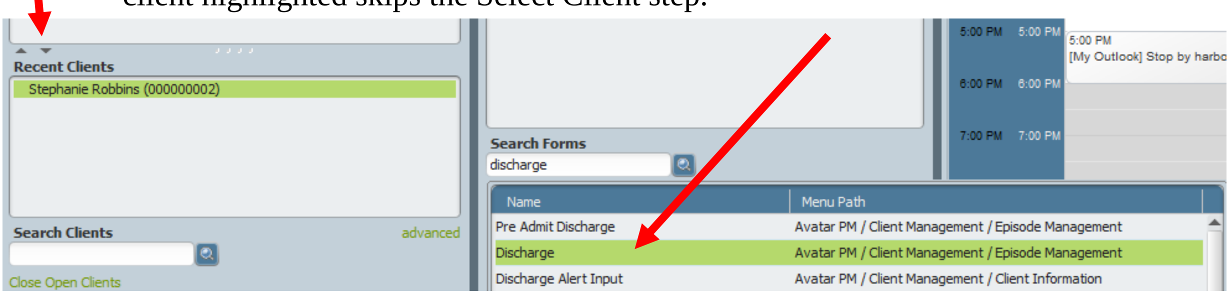
1. In order to discharge a client from a specific episode, search for **Discharge** in the Search Forms field on the home screen.
   a. Double-click on the **Discharge** Form.



2. The select client screen will display. Search for the client by last name or ID.



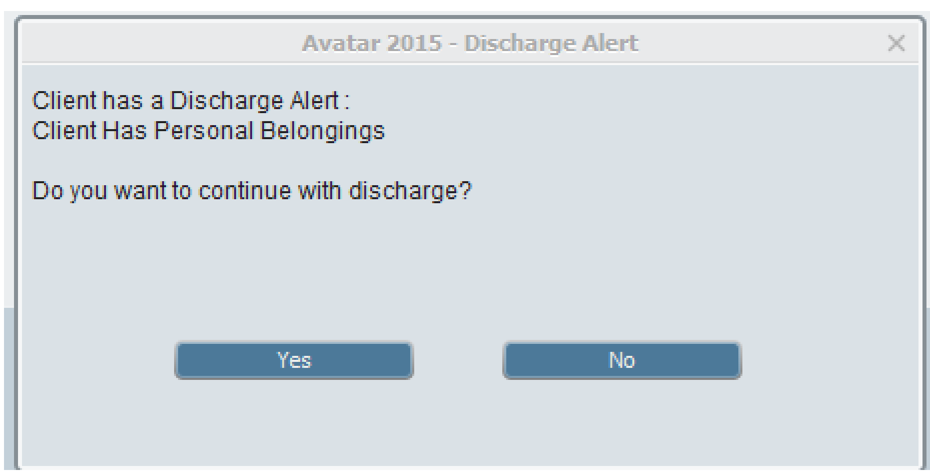
   a. To alleviate this step every time, from the home screen search for the client and highlight their name and ID (by clicking once). **<u>Do NOT double-click. Double-clicking will open the Chart View.</u>** Once highlighted, navigate to the Search Forms field and type Discharge. Having the client highlighted skips the Select Client step.



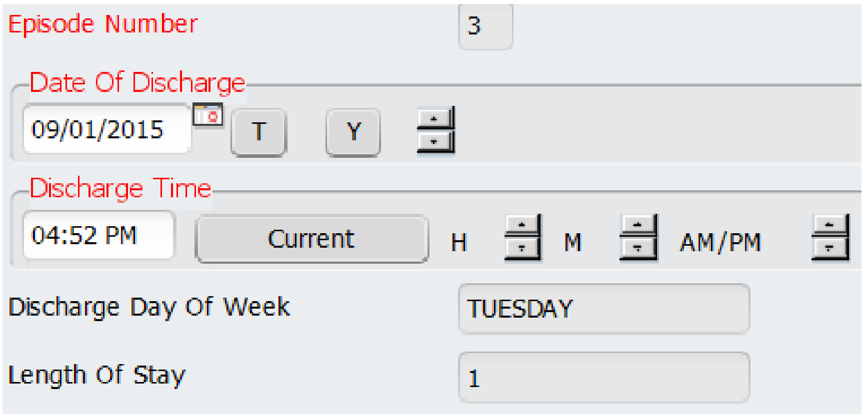
3. The Select Episode screen will display. The correct episode that the client needs to be discharged from must be chosen.

a. Double-click the correct episode highlighted in green.

4. If the client has a discharge alert that was selected in the Admission form, it will display before the discharge form opens. The alert will look like this:
   a. The Discharge Alerts can be programmed specifically to the provider. Contact the SAPTA Avatar Help Desk for more information.
   b. Click yes or no. Yes will continue to the Discharge Form, no will back you out of opening the form.



5. The Episode Number will automatically populate based on the episode chosen on the Episode Selection screen. (See step 3)
6. Enter a date in MM/DD/YYYY format in the **Date of Discharge** field or select **T** or **Y** for today or yesterday, respectively.
   a. This cannot be a future date.
7. The **Discharge Day of Week** and **Length of Stay** fields will auto populate based on the date selected in the previous step.



8. Enter a time in HH:MM format in the **Discharge Time** or select **Current** for the current system time.

9. In the **Type of Discharge** field, click the down-arrow to display the drop-down menu.
    a. Click the applicable selection from the menu.

10. In the **Discharge Practitioner** field, enter either the practitioner ID# or last name in the search field.
    a. This is the practitioner that is completing the discharge paperwork for the client.

11. The **Accompanied By** field is a free-text field.
    a. Type a brief description of who accompanied the patient at time of discharge.
    b. This field has a 40 character maximum.

12. The **Discharge Presenting Problems – Primary, Discharge Presenting Problems – Secondary, and the Discharge Presenting Problems –** fields must the items chosen in the Admissions form that the client presented with.

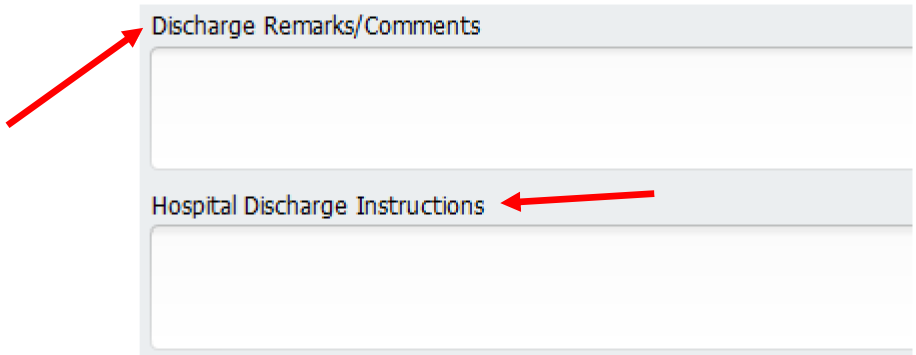
13. In the **Current Resident Code** field, click the down-arrow to reveal a drop-down menu. Single-click the applicable selection.

14. In the **Homeless Indicator** field, click the down-arrow to reveal a drop-down menu. Single-click the applicable selection.

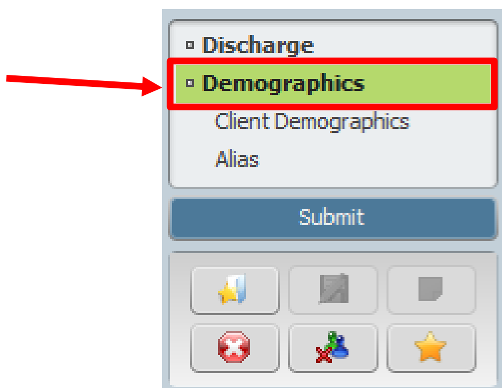
15. If death was chosen as the **type of discharge**, enter a date in MM/DD/YYYY format in the **Date of Death** field or select T or Y for today or yesterday, respectively. Likewise select the **Reason For Death** from the appropriate pulldown selection.

16. The **Discharge Remarks/Comments** field is a free-text field. Type any additional information regarding the discharge of the patient.

17. The **Hospital Discharge Instructions** field is a free-text field. Type any additional information regarding the discharge of the patient.



18. When the information is complete on this page, click **Demographics** on the left side of the form.
    a. The **Demographics** section should appear.

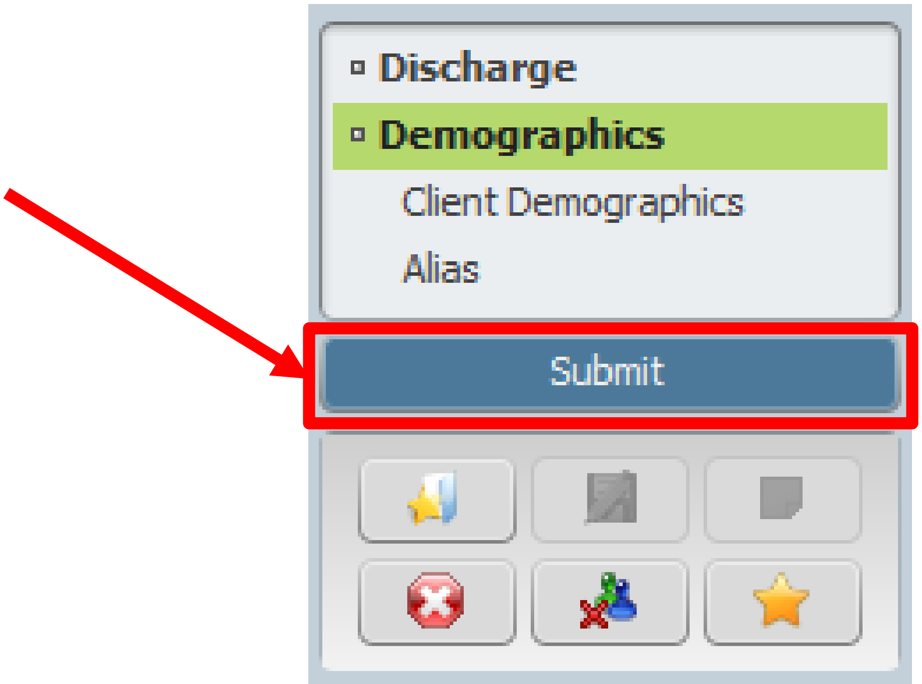


19. Here is where the demographics will be updated as the client is being discharged.

20. Most fields will auto populate from previous forms, but information can still be added/changed.

21. Make sure that all required fields contain information and that all of the information is correct.

22. Once all of the information is entered, click **Submit** on the left side of the form.
    a. Clicking **Submit** saves the information and takes you back to the home view.
    b. The **Discharge** has been recorded and saved.



Discharge
Demographics
Client Demographics
Alias
Submit