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Overview

When the Episode of Care is complete you **MUST** Discharge the Client from the Ward and then Discharge the Referral

Discharging from the Ward

- Open your ward in **Bed View**

The **Inpatients** screen will display

- Click on **Client's Bed icon**
- **Hover** on **Client's name**
- **Hover** on **Discharge**
- Click **Discharge Patient**

The **Inpatient Discharge** screen will display

- **Discharge Date Time:** Enter the date/time the Client was discharged
- **Method:** Complete as required
- **Destination:** Complete as required
- **Destination Address:** Complete if required, by entering the **Postcode** and selecting from the list or click **Manual Entry** and type in the address

Destination Address	Enter postcode or address. Use commas to separate search terr
<div>Manual Entry</div>	

- **Comment:** Complete if required
- Click **Save**

The **Inpatients** screen will display in **Bed View** and the bed will now be empty


Now the Client has been discharged from the ward, their referral will also need to be discharged.



Discharging the Referral

- Click **Menu**
- Select **Quick Menu**
- Select **Referral**

The **Search** Screen will display

- **Search** for the Client you have just discharged from the Ward
- Locate the **referral for your Team**
- Click the **green button**  in the **To Discharge** column

The **Discharge Referral** screen will display

- Enter any **Comments**
- Select the **Discharge Date/Time**
- Select **Discharge HCP**
- Select **RTT Discharge Reason** (this will only be an option if the service records RTT information)
- Select **Discharge Reason**
- Click **Save Discharge Details**

AMS Specialty	COMMUNITY MEDICINE
Date & time referral received	15 Jul 2013, 00:00
Referral Source	Internal
Referral Reason	Advice
HCP Referred to	Community and Clinic
Care Setting	Client's episode of care has ended
Comments	
Discharge Date / Time	8 July 2021 16:20
Discharge HCP	ANDERSON, James
RTT Discharge Reason	Treatment Complete
Discharge Reason	Treatment completed

The **discharged** referral will display in **pink** below any active referrals

COMMUNITY MEDICINE	Community and Clinic	Birmingham Therapists	15 Jul 2013, 00:00	N	8 Jul 2021
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