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Overview

There may be times when a Client is medically fit for discharge but can't be discharged for some reason, e.g., the Client is waiting for Social Services to put a care package in place. If this happens the delayed discharge should be recorded against the Client's admission record.

Recording a Delayed Discharge

- Open your ward in **Bed View**

The **Inpatients** screen will display.

- Click on the **Client's Bed icon**
- **Hover** on **Client's name**
- Click **Admission Record**

The **Update Admission Details** screen will display.

- **Ready for Discharge Date:** Enter date the Client was fit for discharge
- **Reason for Discharge Delay:** Select the relevant reason from the dropdown list
- Click **Save**
- **Wait** for the screen to **refresh**
- Click the **Return to Bed View** link (bottom of screen)

The **Inpatients** screen will display again.

The **Delayed Discharge** icon  will display next to the Client's bed.