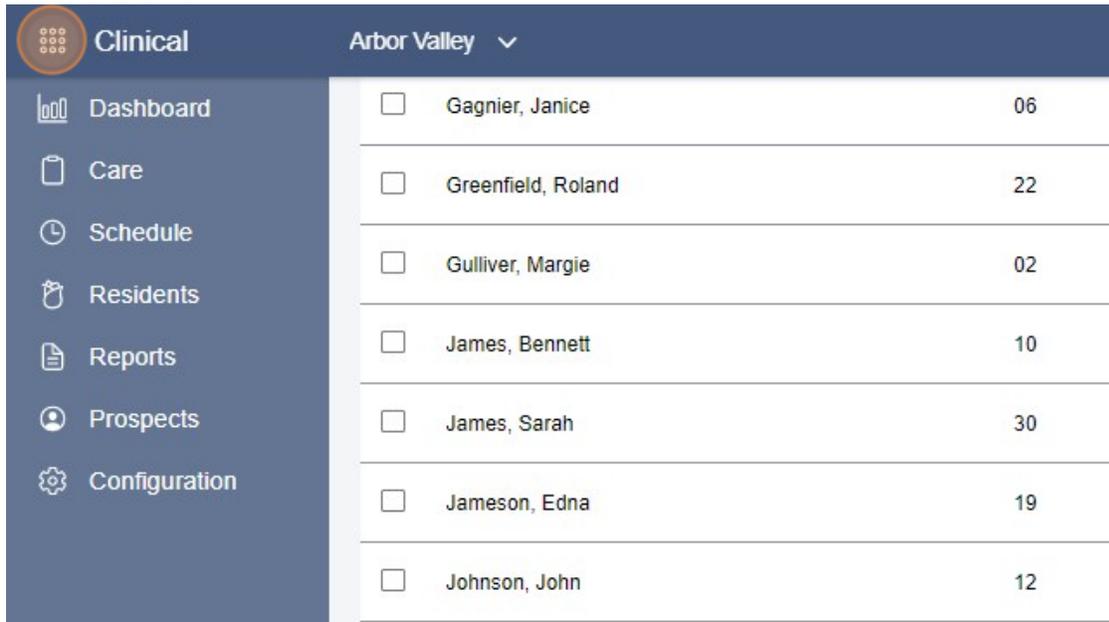


How to Discharge a Resident

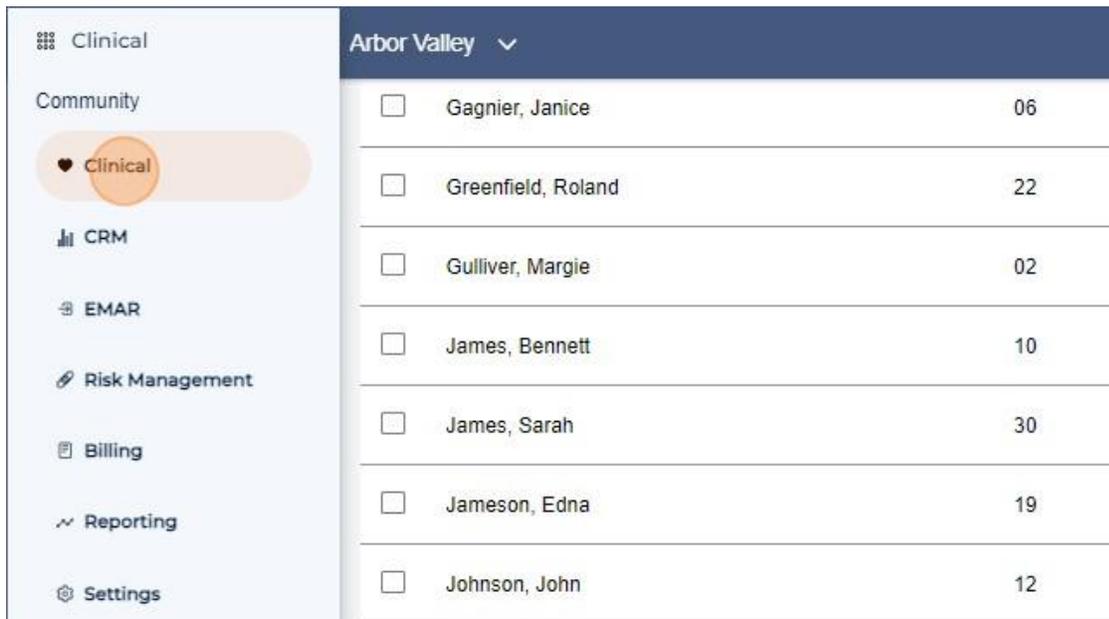
Made by Myriah with Scribe

1. Click here.



Clinical		Arbor Valley
<input type="checkbox"/>	Gagnier, Janice	06
<input type="checkbox"/>	Greenfield, Roland	22
<input type="checkbox"/>	Gulliver, Margie	02
<input type="checkbox"/>	James, Bennett	10
<input type="checkbox"/>	James, Sarah	30
<input type="checkbox"/>	Jameson, Edna	19
<input type="checkbox"/>	Johnson, John	12

2. Click "Clinical"



Clinical		Arbor Valley
<input type="checkbox"/>	Gagnier, Janice	06
<input type="checkbox"/>	Greenfield, Roland	22
<input type="checkbox"/>	Gulliver, Margie	02
<input type="checkbox"/>	James, Bennett	10
<input type="checkbox"/>	James, Sarah	30
<input type="checkbox"/>	Jameson, Edna	19
<input type="checkbox"/>	Johnson, John	12

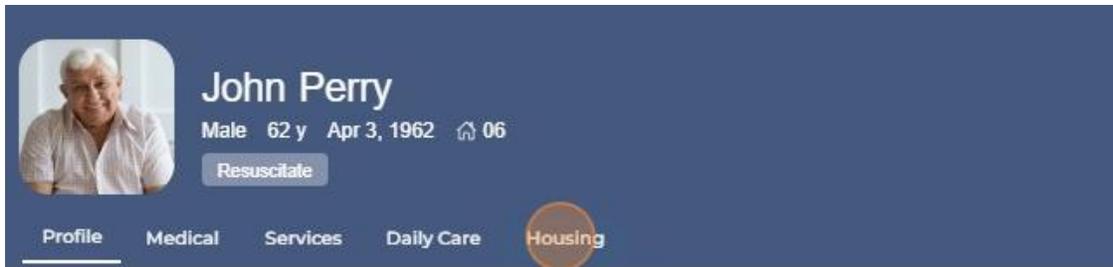
3. Click "Residents"

Clinical		Arbor Valley
Dashboard	<input type="checkbox"/>	Gagnier, Janice 06
Care	<input type="checkbox"/>	Greenfield, Roland 22
Schedule	<input type="checkbox"/>	Gulliver, Margie 02
Residents	<input type="checkbox"/>	James, Bennett 10
Reports	<input type="checkbox"/>	James, Sarah 30
Prospects	<input type="checkbox"/>	Jameson, Edna 19
Configuration	<input type="checkbox"/>	Johnson, John 12

4. Click on resident's name that the user is wanting to discharge.

<input type="checkbox"/>	Lee, Sabrina	06
<input type="checkbox"/>	Manning, Sharon	25
<input type="checkbox"/>	Murphy, Daniel	09
<input type="checkbox"/>	O'Neill, Andrew	08
<input type="checkbox"/>	Perry, John	06
<input type="checkbox"/>	Ping, Angi	05
<input type="checkbox"/>	Rodriguez, Cecilia	03
<input type="checkbox"/>	Scott-Rafael, Janice	07

5. Click "Housing"



John Perry
 Male 62 y Apr 3, 1962 🏠 06
 Resuscitate

Profile Medical Services Daily Care **Housing**

Menu **Demographics**

- Demographics
- Contacts
- Accommodations
- Agencies

Identity

Legal Name	John Perry	Preferred
Maiden Name	---	Preferred
Birthdate	---	Preferred

6. Click on Discharge card to open

Discharge

Discharge Date	---
Move Out Date	---
Reason	---
To	---
Address	---

Admission History

7. Click into Discharge Date and Time fields and enter the date and time the resident discharged from the building. The date and time can either be entered manually or icons can be used to select from a calendar or drop down.

This date represents the date and time the resident physically left the building. It will be used for head count reports and will impact the resident appearing on EMAR and for the Care schedules.

The screenshot shows a 'Discharge' form with the following fields:

- Discharge Date:** An empty text field with a calendar icon on the right.
- Discharge Time:** An empty time selection field with a clock icon on the right.
- Move Out Date:** An empty text field with a calendar icon on the right.
- Move Out Time:** An empty time selection field with a clock icon on the right.
- Reason:** A dropdown menu.
- To:** A dropdown menu.

8. The Move Out Date and Time will autopopulate wi

The screenshot shows the 'Discharge' form with the following pre-filled data:

- Discharge Date:** 05/14/2024
- Discharge Time:** 02:02 PM
- Move Out Date:** 05/14/2024
- Move Out Time:** 02:02 PM
- Reason:** (Dropdown menu)
- To:** (Dropdown menu)
- Address:**
 - Street 1
 - Street 2
 - City
 - State
 - Zip Code
 - Country

Buttons for 'Cancel' and 'Save' are visible at the bottom right.

9. To enter in additional information about the discharge, click into the fields and either select or enter data.

Fill in additional information as needed about Discharge Reason, To and Discharge Address.

Discharge

Discharge Date: 05/14/2024

Discharge Time: 02:02 PM

Move Out Date: 05/14/2024

Move Out Time: 02:02 PM

Reason: Financial Reasons

To: [Dropdown menu]

Address

Street 1

Street 2

City State Zip Code

Country

10. Click "Save" when completed

Move Out Date: 05/14/2024

Move Out Time: 02:02 PM

Reason: Financial Reasons

To: Family

Address

Street 1

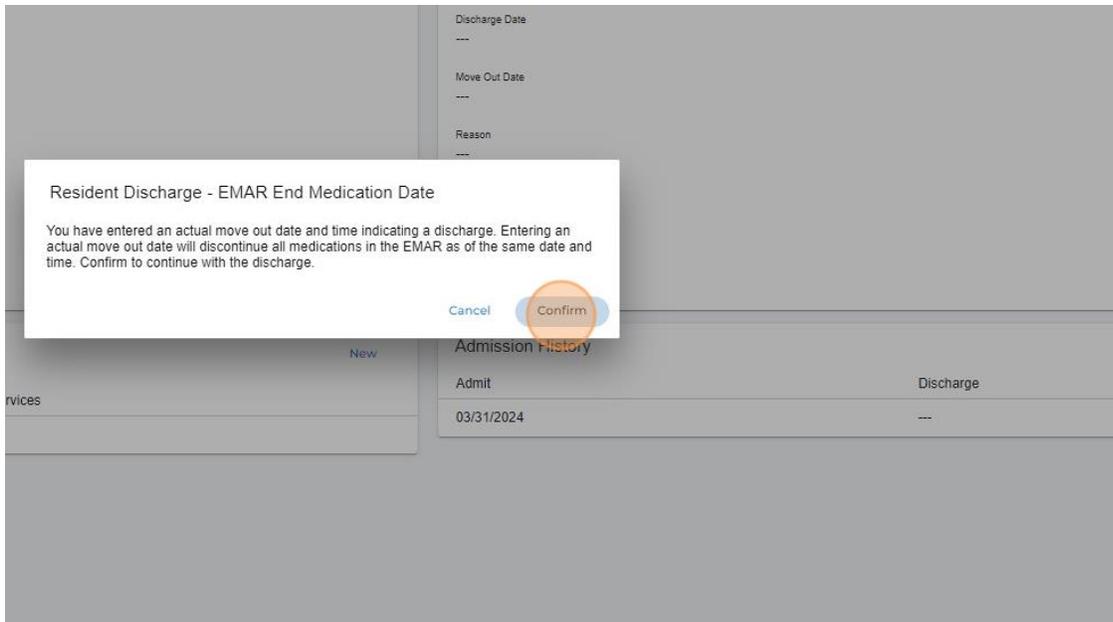
Street 2

City State Zip Code

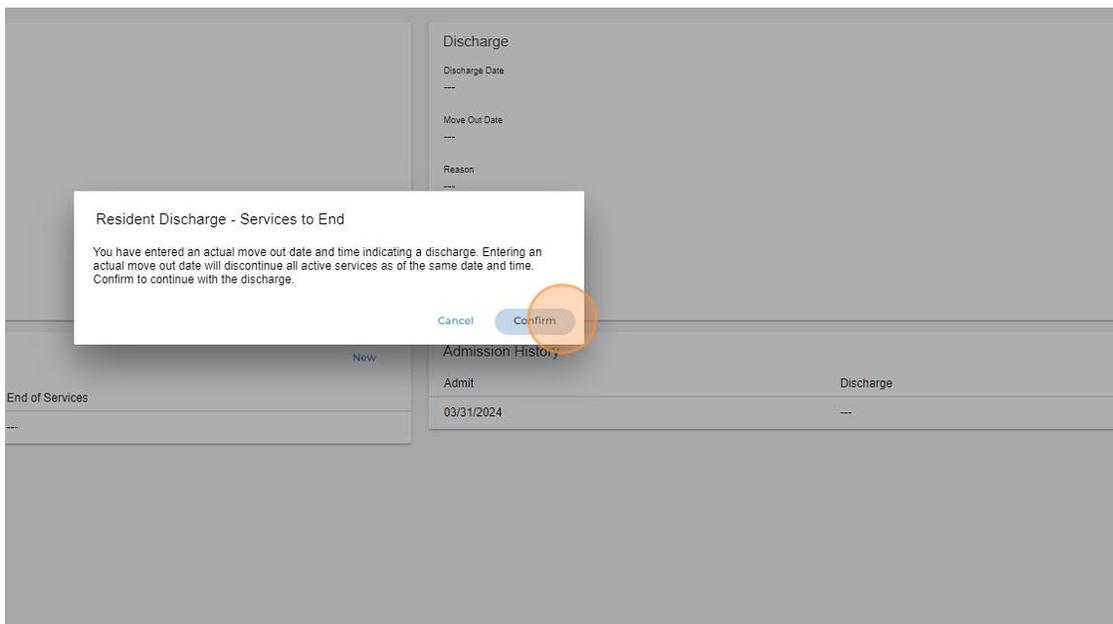
Country

Cancel Save

11. This will discharge the resident from EMAR. All medications will be discontinued with a stop date and time that matches the discharge date and time. Click "Confirm"



12. This will also end all active services on the resident care with an end date and time that matches the discharge date and time. Click "Confirm"



13. The resident is now discharged and will no longer show on the Active resident listing.

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