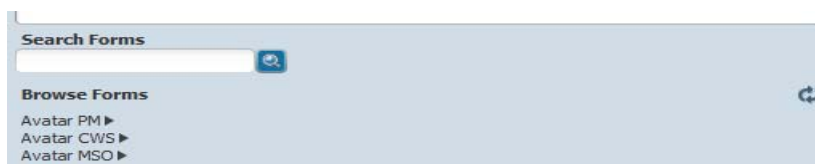# Discharging an Episode (Avatar)

The purpose of this desk reference is to provide guidance in how to discharge a client from an Episode.
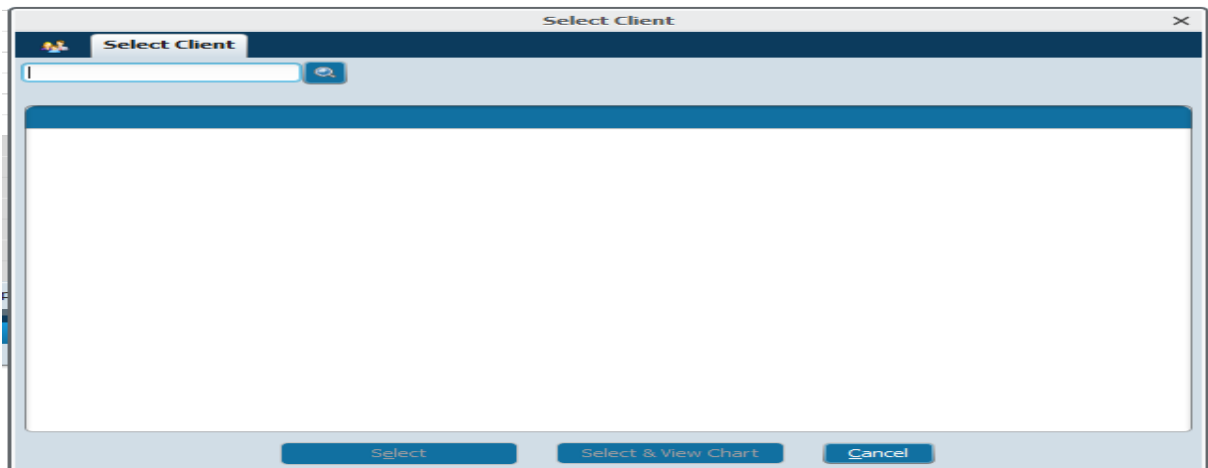
Menu Path

Avatar PM > Client Management > Episode Management or you can enter "Discharge" under Search Forms

Steps

1. In the Select Client screen, enter the client ID, click the Search button, and select the corresponding entry.

2. If the client has multiple episodes the episode pre-display shows. Select the episode, click OK.

3. The Episode Number displays the client episode number.

4. In the Date of Discharge field, enter the date the client will be discharged.

5. In the Discharge Time field, enter the discharge time or enter "Current" for current time.

6. The Discharge Day of Week field displays the discharge day – No Entry required

7. The Length of Stay field displays the episode length in days – No Entry Required

8. In the Type Of Discharge field, select the discharge type. Choosing "Death" will make the Date of Death and Reason of Death available for entry.

9. In the Discharge Practitioner field, enter the practitioner name, click the Search button, and select the corresponding entry.

10. In the Discharge Remarks/Comments field, enter discharge comments or observations.
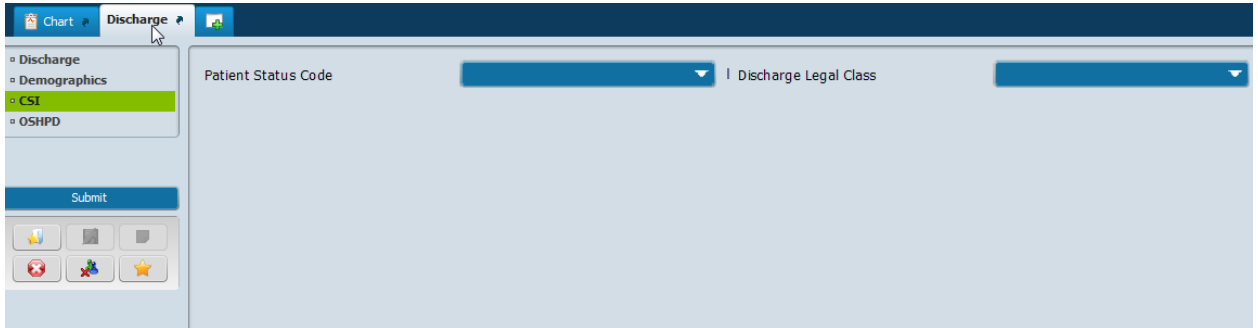
11. In the Hospital Discharge Instructions field, enter any comments or directives for discharge from the hospital, if this is a discharge for an Inpatient episode.

12. Click on CSI tab on Left hand side.

13. Enter Patient Status Code.

14. Enter Discharge Legal Class.

15. When finished, click Submit.