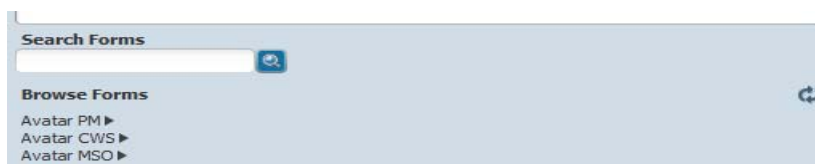


## Discharging an Episode (Avatar)

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

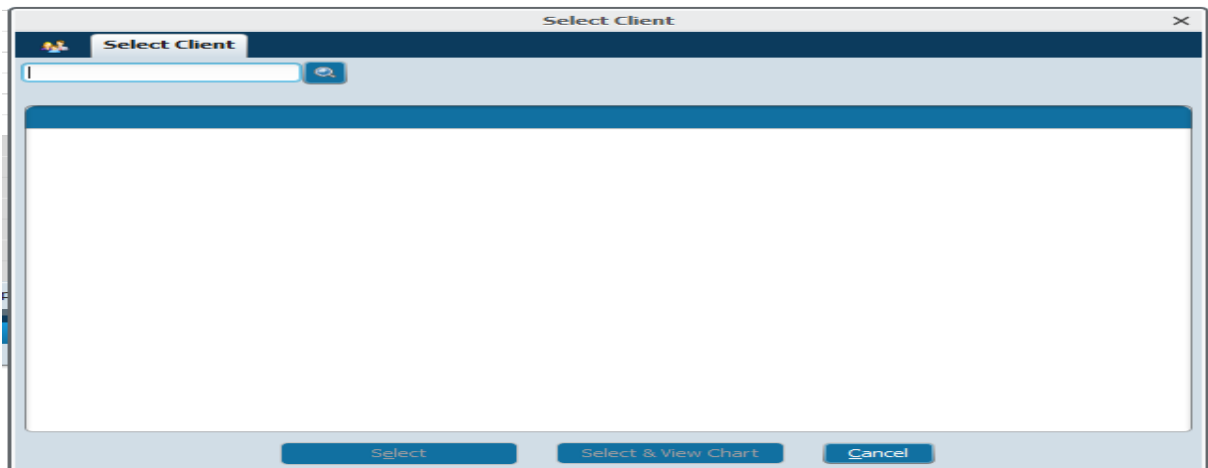
### Menu Path

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.

Avatar 2016

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TESTCLIENT, YOLO (000011136)  
M, 50, 05/06/1967  
Ht: 5' 11", Wt: 186 lbs, BMI: 25.9

Discharge

Name: YOLO TESTCLIENT  
DOB: 11/1/36  
Sex: Male  
Date of Birth: 05/06/1967

Episode	Program	Start	End
30	4 EPISODE MHSA (GSD)	08/14/2016	
22	2 EPISODE ALCOHOL & DRUG	09/11/2012	
17	3 EPISODE MHSA (PUP)	06/30/2008	
29	Safe Harbor Crisis House	10/04/2016	06/07/2017
28	Safe Harbor Crisis House	08/20/2016	08/20/2016
27	0-TRUAGE EPISODE	08/11/2016	11/20/2016
26	John Muir Behavioral Health Center IP	01/20/2016	01/20/2016
25	YPSA Woodland	01/04/2016	02/03/2016
24	Turning Point ACT Devils T BS	08/27/2015	03/23/2016
23	Turnstone Walks (PUP)	01/04/2016	01/04/2016

Avatar 2016

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TESTCLIENT, YOLO (000011136) | Epi: 30 : 4-EPISODE MHSA (GSD) | Location: 137 N COTTONWOOD, Woodland, CA | Allergies (7)

M, 50, 05/06/1967 | Problem P: - | Attn. Pract.: No Entry  
Ht: 5' 11", Wt: 186 lbs, BMI: 25.9 | DX P: | Adm. Pract.: PRACTITIONER,HSA

Discharge

Episode Number: 30

Date of Discharge: [Calendar]

Discharge Time: [Time Picker] | Current | H | M | AM/PM

Discharge Day Of Week: [Dropdown]

Length Of Stay: [Text Field]

Type Of Discharge: [Dropdown]

Discharge Practitioner: [Text Field]

Discharge Remarks/Comments: [Text Area]

Date Of Death: [Calendar]

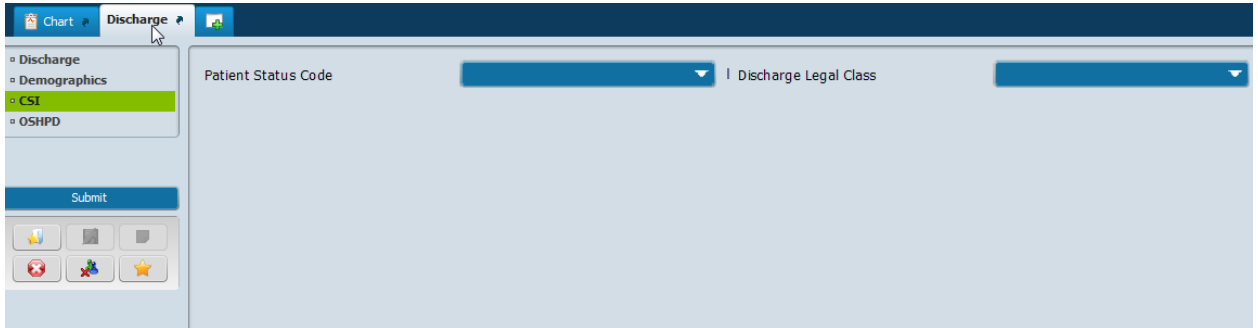
Reason For Death: [Dropdown]

Hospital Discharge Instructions: [Text Area]

Discharge Client Living Arrangement: [Dropdown]

- The Episode Number displays the client episode number.
- In the Date of Discharge field, enter the date the client will be discharged.
- In the Discharge Time field, enter the discharge time or enter “Current” for current time.
- The Discharge Day of Week field displays the discharge day – No Entry required
- The Length of Stay field displays the episode length in days – No Entry Required
- 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.



The screenshot shows a software interface with a dark blue header. On the left, a navigation menu is open, showing options: Discharge, Demographics, CSI (highlighted in green), and OSHPD. Below the menu is a 'Submit' button and a row of six icons. The main content area has a light blue background and contains two dropdown menus: 'Patient Status Code' and 'Discharge Legal Class'.

13. Enter Patient Status Code.
14. Enter Discharge Legal Class.
15. When finished, click Submit.