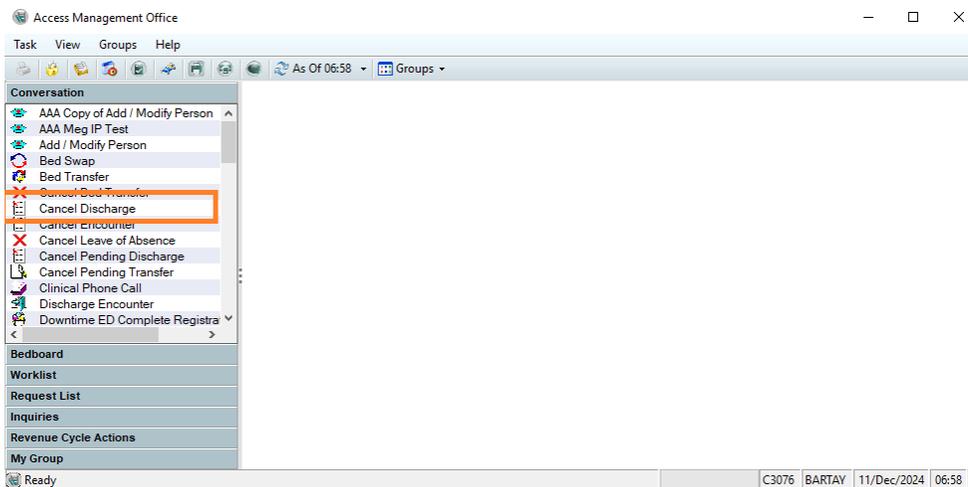




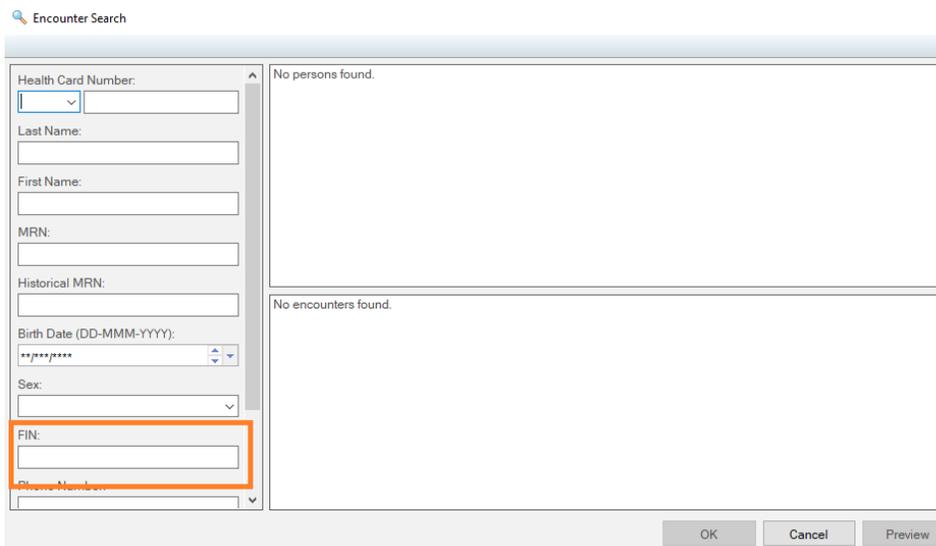
Canceling a Discharge

Bed Monitors/Registration Clerks

1. When an encounter is discharged in error, or needs to be modified and the encounter has been discharged more than 24 hours. ****For any encounters discharged more than 24 hours ago, please call the Bed Monitor as they are the only position that has access to cancel the discharge after 24 hours.****
2. Open up Access Management Office/Conversation Launcher. Choose the **Cancel Discharge** conversation.



3. Search for the patient using the **FIN** or health card number if available, or Health Card/First and Last name/DOB if FIN is not available.





- In the top pane, highlight the correct patient, in the bottom pane highlight the encounter that needs to have the discharge undone and click **OK**.

****Note: If the reason for cancelling the discharge is to modify a conversation and re-discharge, please take note of the discharge date/time at this step as this date and time will be needed to re-discharge the encounter once the edit has been done.****

Encounter Search

Health Card Number:

Last Name:

First Name:

MRN:

Historical MRN:

Birth Date (DD-MMM-YYYY):

Sex:

FIN:

Phone Number:

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
88000025; 11000173		ZZTEST, TAYLOR	123-456-789-123		Female	16/Sep/1981	43 Years	No
11002678		ZZTEST, TAYLOR EASTON	8787-987-454		Female	15/Jan/1980	44 Years	No
11001684		ZZTESTHANSON, TAYLOR			Male	01/Jan/1980	44 Years	No
11001659		ZZTEST, TAYLORSWIFT			Female	01/Jan/1990	34 Years	No
11001242		ZZTEST, TAYLOR PREG	6655-443-322		Female	16/Sep/1981	43 Years	No
11000948		ZZTEST, TAYLOR ANN	6666-666-688	TB	Do Not Know	02/Feb/2003	21 Years	No
11000330		ZZTEST, TAYLOR LEE			Female	16/Sep/1981	43 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Medical Ser
PCS	11000948	22-001198	22-001525	PreAdmit		2024-Feb-28 23:59		Complex Cc
SCS	11000948	22-001866	22-007975	Service Interaction	2024-Nov-25 16:41			Nephrology
SCS	11000948	22-003813	22-007641	Service Interaction	2024-Oct-31 15:43		2024-Oct-31 15:43	Oncology
WS	11000948	22-005519	22-006691	Outpatient	2024-Oct-09 09:36	2024-Oct-09 10:00		Oncology
SCS	11000948	22-003813	22-006429	Service Interaction	2024-Sep-27 10:20		2024-Sep-27 10:20	Oncology
WS	11000948	22-003813	22-004870	Recurring	2024-Jul-31 09:17	2024-Jul-31 09:17		Oncology
SCS	11000948	22-002602	22-003633	Outpatient	2024-Jun-12 09:21		2024-Jun-12 09:21	Diagnostic I
SCS	11000948	22-002012	22-003038	Outpatient	2024-May-23 08:41		2024-Sep-23 09:13	Diagnostic I
SCS	11000948	22-001918	22-002944	Outpatient	2024-May-17 12:59		2024-May-17 13:02	Ambulatory



- The conversation will launch. Choose the **Cancel Discharge Reason**. Click “ok” to file the conversation.

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

- Patient Name:** ZZTEST, TAYLOR ANN
- What was your sex assigned at birth?:** Do Not Know
- What is your current sex?:** Do Not Know
- What pronoun(s) do you use?:** Do not know
- Birth Date (DD-MMM-YYYY):** 02/Feb/2003
- Age:** 21Y
- Medical Record Number:** 11000948
- FIN:** 22-003813
- Discharge Information:**
 - Discharge Disposition:** (empty)
 - Discharge To Location:** (empty)
 - Please Specify:** (empty)
 - Discharge Date:** 31/Oct/2024
 - Discharge Time:** 15:43
 - Discharge Personnel ID:** DUNASH
 - Deceased Type:** No
 - Deceased Date:** ** year ****
 - Deceased Time:** (empty)
- Cancel Location Information:**
 - Building:** SCS
 - * Inpatient/Ambulatory Unit:** SC ONSYS
 - Requested Accommodation:** (empty)
- Attending Provider:** Salib, Mary
- Admitting Provider:** (empty)
- * Cancel Discharge Reason:** (dropdown menu open with options: Booking Error, Doctor's Order, Duplicate Order, Lockbox Cancel Discharge, Lockbox Cancel Encounter, Order Changed, Patient Admitted, Patient Condition Changed, Wrong Date)
- Transaction Date (DD-MMM-YYY...):** 1/Dec/2024
- * Transaction Time:** 08:03
- Cancel Personnel ID:** BARTAY

Buttons: OK, Cancel

Footer: Information and Communica

Notes: If the reason for cancelling this discharge was to make an edit you will need to use the “Discharge Encounter” conversation to re-discharge the patient, and the original discharge date/time will be need from the note in step 4.