

Client Discharge Process



Recommended process to discharge a Client who will be living elsewhere.

For the Client

1. Print a Client Profile
2. Print a Plan of Care
3. Appointments:
 - a. Complete all open appointments.
 - b. Run an appointment list for all past and future appointments.
4. Medication and Scheduled Direct Care
 - a. Complete all missed charting medication and medical service charting
 - b. Run an Emar report for the current month when the client is being discharged.
5. Add a Progress Note with (at minimum) the following details
 - a. Where the client went and contact information there (if applicable)
 - b. When client departed and who accompanied them (if applicable)
 - c. What client took with them, including any reports and forms provided by you
6. Complete a Discharge/Transfer form in forms and tickets print it and ask client to sign. Save it in Client Attached Documents.