

Quick Reference Guide



** Cancel a Discharge **




There is a 4-hour window to make changes on preadmission/ admission / discharge.

1

Select **Discharged** from the top tabs.

2

Fill in the fields with the desired criteria. Click on the magnifying glass icon  to start your search.

3

Select from the **Profile** menu on the right side.

Profile:

4

Double-click on the patient's name from the list that appears on the screen. Select **Patient Admin** from the subheadings.

5

Select the "i" /  icon from the pathways screen.

6

Select **Cancel Discharge**. Enter your reason in the pop-up window and save. Select **Cancel Discharge** to confirm.



The patient will continue to show as admitted in the initial UEC area where they were first admitted.