Change Admit Date on a Client's Past Case

Last Modified on 03/09/2022 3:48 pm EST

Path: Main Menu > Reports Menu > Document Center

About

If you have long-term clients in your care with incorrect admission dates, you can edit the dates through the Document Center.

The Document Center acts as a "chart" and contains details of the client's record.

Change Admit Date

1. Navigate to the Document Center by following the path above.
2. Search for and select the client.
3. Select the **Case #** radio button.

CASE #:	CASE STATUS:
○ 1035073-2	Accepted, Admission Date: 9/18/2021
● 1035073-1	Discharged, Admission Date: 5/21/2021, Discharge Date: 9/27/2021

4. Click the **Open Case** button.
5. Click the **Change Admit Date** button.

Client: Tiger, Tigger | Date of Birth: 11/11/1970

Case Selection	Open Form	Print Multiple Forms	Search Forms	Change Admit Date	Main Menu	Font Size

6. Enter a new date.
7. Click the **Update** button.