

Undischarge a Case

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About

If you have accidentally discharged a Case and need to undo the discharge, you can do it through the Document Center. This workflow is only applicable to the most recent discharged Case.



User Permission: Users must have the **Correction enabled** permission turned on in Maintain Users to undischarge a case.

Undischarge a Case

1. Navigate to the Document Center: **Main Menu > Reports Menu > Document Center**.
2. Search for and select the client if not already displayed.
3. Select the **Case #** radio button.

CASE #:	CASE STATUS:
<input checked="" type="radio"/> 923-2	Discharged, Admission Date: 9/9/2021, Discharge Date: 1/12/2022
<input type="radio"/> 923-1	Discharged, Admission Date: 8/3/2008, Discharge Date: 5/12/2021

4. Click the **Open Case** button.

Face Sheet	Open Case	Main Menu	Font Size
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5. Click the **Undischarge** button. Once the case is reopened, the Undischarge button is removed.

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