

## Change Status to Not Admitted

After the referral information is entered, if you find out that the referral will not be admitted, then complete these steps:

1. Pull up the patient from the Select Patient screen.
2. Click the **Referral** button from the main menu then select the Payers tab.
3. Select the payer and check the **Discharged** box.
4. Use the calendar drop down box to select a discharge date.
5. Choose the reason of why the patient was not admitted from the Discharge Reason drop-down box.
6. Click the **Save Payer** button. Note that if the patient has a schedule built, a pop up may appear asking if you want to remove the schedules.
7. The **Referral Information** tab will automatically get updated to a discharge reason. You can change the reason if needed.
8. The admit types numbered from 70-99 are used to indicate the reason that this referral was never admitted.
9. Click the **Save All Patient Data** button. The referral has now been changed to not admitted.

\*Note: Most accurate date for discharge to use is the date patient refused. Make sure the patient status and admit type reflects not admitted.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50069.aspx>