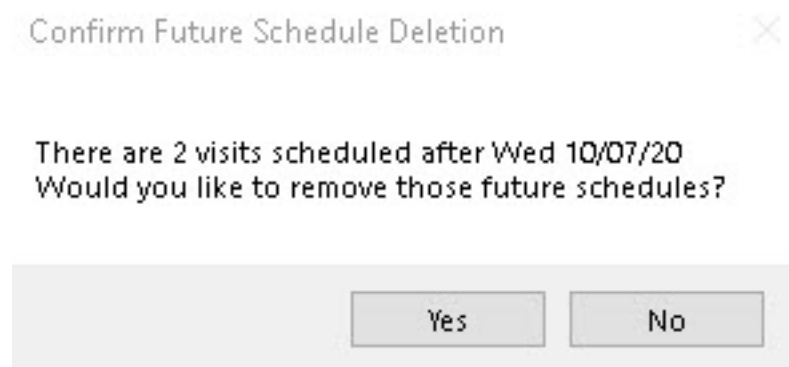If the referral is not admitted by the expected date, or the hospital discharge planner calls and says the patient will not be discharged as expected, or the patient is admitted to the hospital during services, complete these steps:

1. Pull up the patient from the Select Patient screen.
2. Click the **Referral** button from the main menu then click the Referral Information tab.
3. Change the Patient Status to On Hold - in another facility or On Hold - other.
4. If the patient has future schedules a pop up will appear asking if you want to remove all future schedules.  Click on Yes or No.
5. Click the **Save All Patient Data** button.

Confirm Future Schedule Deletion                                          ✕

There are 2 visits scheduled after Wed 10/07/20
Would you like to remove those future schedules?

            Yes                    No

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50070.aspx