## Video: <u>DischargeEVV Patient - YouTube</u>

Use the following steps to discontinue services for a patient. This will mark the patient as discharge and remove future scheduled visits.

- <sup>1.</sup> **Open Patient Profile**: Navigate to the **Select Patient** screen, choose the patient, and click on the **Referrals** tab.
- <sup>2.</sup> **Select Payer**: In the **Payers** tab, select the payer you wish to discharge.

## <sup>3.</sup> **Discharge Payer**:

- Check the **Discharged** box.
- Update the **Discharge Date** if necessary.
- Select the **D/C Reason**.
- Click Save Payer.
- <sup>4.</sup> **Remove Future Schedules**: A pop-up message will ask if you want to remove future schedules after the discharge date.
  - Click **Yes** to remove the schedules from the Care Champ app, EVV Visits, and Schedules.
- <sup>5.</sup> **Save Patient Data**: Click **Save All Patient Data** to initiate the process. This may take a few minutes.

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle51575.aspx