

Video: [DischargeEVV Patient - YouTube](#)

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

1. Go to **Select Patient** screen, choose the patient, and click on the **Referrals** tab.
2. Click the **Payers** tab and select the payer you wish to discharge.
3. **Discharge Payer:**
 - Check the **Discharged** box.
 - Update the **Discharge Date** to last date of service.
 - Select the **D/C Reason**.
 - Click **Save Payer**.
4. **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.
5. Click **Save All Patient Data** to initiate the process. This may take a few minutes.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51575.aspx>