# Unadmit or Undischarge a Hospital Episode

If an episode is accidentally admitted or discharged, the user can Un-admit or Un-discharge following the steps below.

1. Navigate to the appointment that needs to be Un-admitted and/or Un-discharged
2. Use the **Right Click Menu** to select **Episodes**
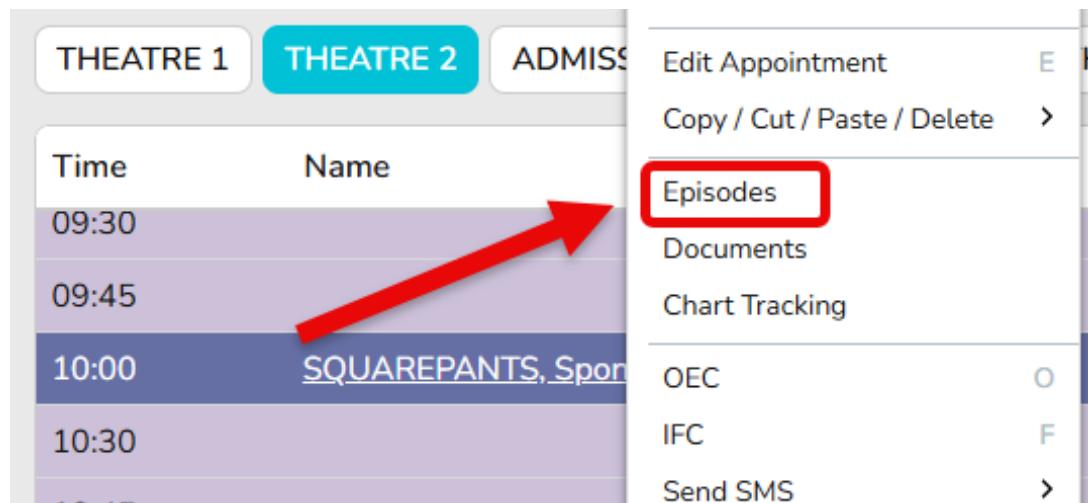
3. If the episode has been admitted, **& discharged,** Right Click on the required Episode and select
Un-discharge

4. The user will be asked to **Confirm** that they are sure they want to un-discharge the episode.

5. The Right Click process will need to be repeated to then **Un-admit** the episode.

6. The user will again be prompted to **confirm** that they want to un-admit the episode.
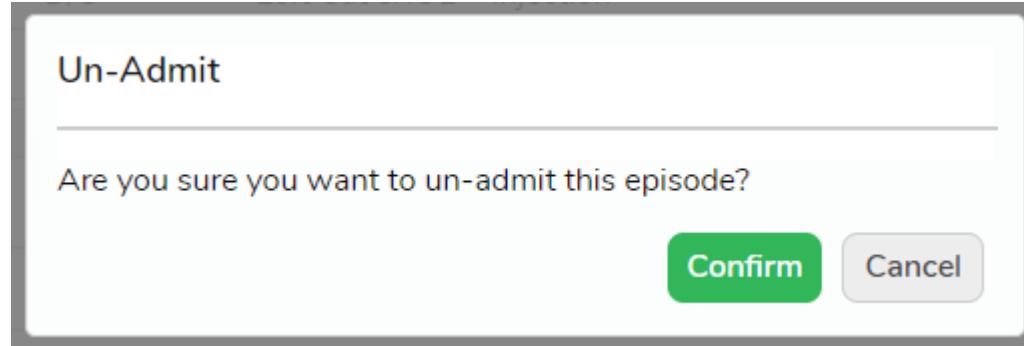
7. Once this process has been followed, click **Back to Appointments** and the episode will have been returned to the status of **B** for **Booked**