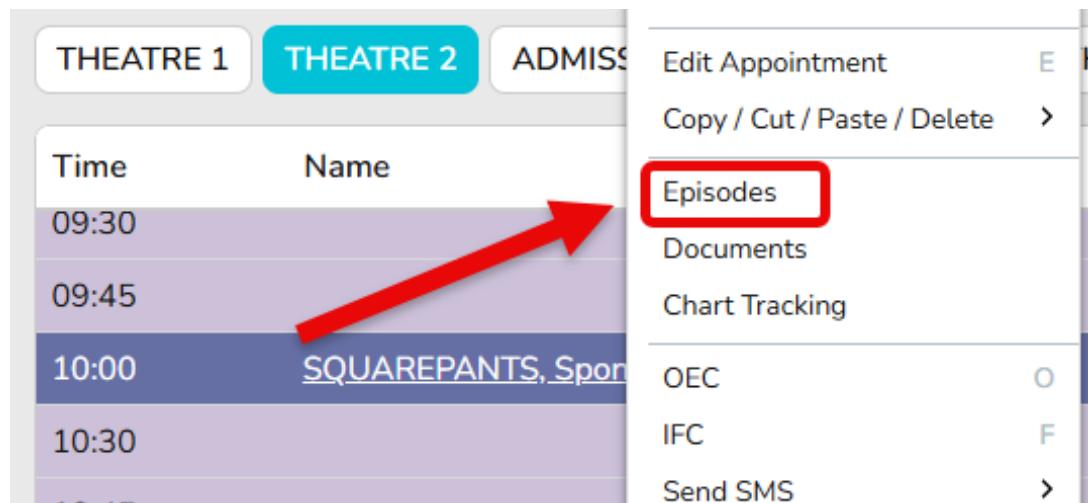


Unadmit or Undischarge a Hospital Episode

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



Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure
58	1100	17/10/2025	17/10/2025	Discharged	D/O	Colonoscopy
56	1026	08/09/2025	08/09/2025	Discharged	D/O	Carpal Tunnel
55	977	06/08/2025	06/08/2025	Discharged	D/O	Colonoscopy
54	954	28/07/2025	28/07/2025	Discharged	D/O	Left Cat & Mouse
48	859	03/06/2025	03/06/2025	Discharged	D/O	Colonoscopy

Admission Date: 17/10/2025 | Invoices for Admission: 1100

Inv #	To	Charge inc GST	Adjustments

Inv #	To	DOS From	Acc Period	T	Code	Description

Right Click Options:

- Admission
- Edit Appointment
- Discharge
- Un Discharge** (highlighted with a red box and arrow)
- Coding
- Theatre
- Certificate
- Leave
- Clinical Indicators
- Create Invoice
- Quick Form
- Other Services Only
- Remove Episode

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

Confirm

Are you sure you want to un-discharge this episode?

Confirm

Cancel

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



Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other No
58	1100	17/10/2025	-	Admitted	0	Colonoscopy	
56	1026	08/09/2025	08/09/2025	Discharged	D/O	Carpal Tunnel Release	
55	977	06/08/2025	06/08/2025	Discharged	D/O	Colonoscopy & Gastro	
54	954	28/07/2025	28/07/2025	Discharged	D/O	Left Cat & IOL	
48	859	03/06/2025	03/06/2025	Discharged	D/O	Colonoscopy & Gastro	

Admission Date: 17/10/2025 | Invoices for Admission: 1100

Inv # To Charge inc GST Adjustments Payments

No inv

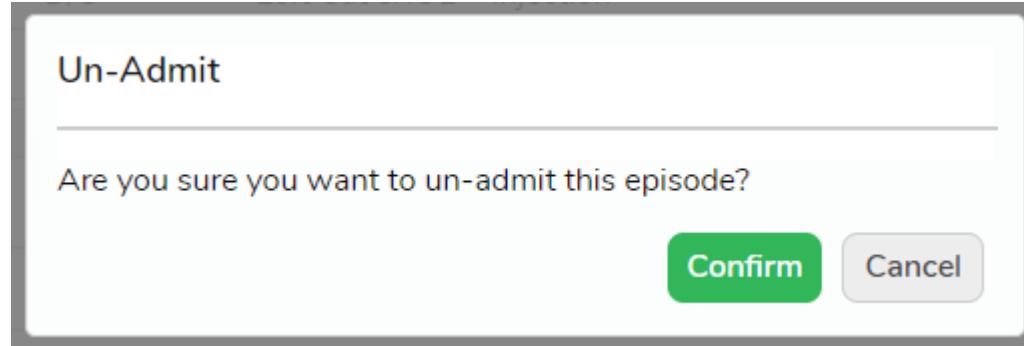
Un-admit

Quick Form

Other Services Only

Remove 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**