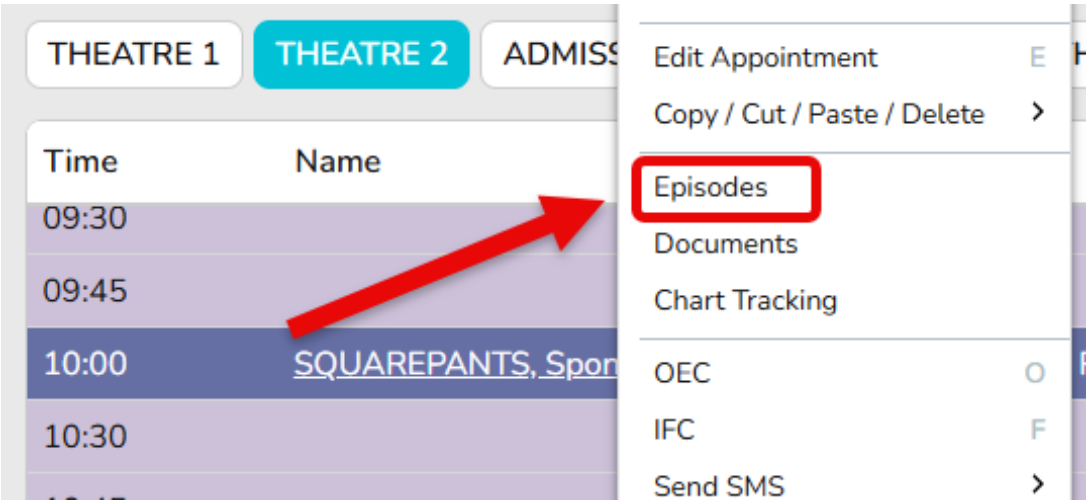
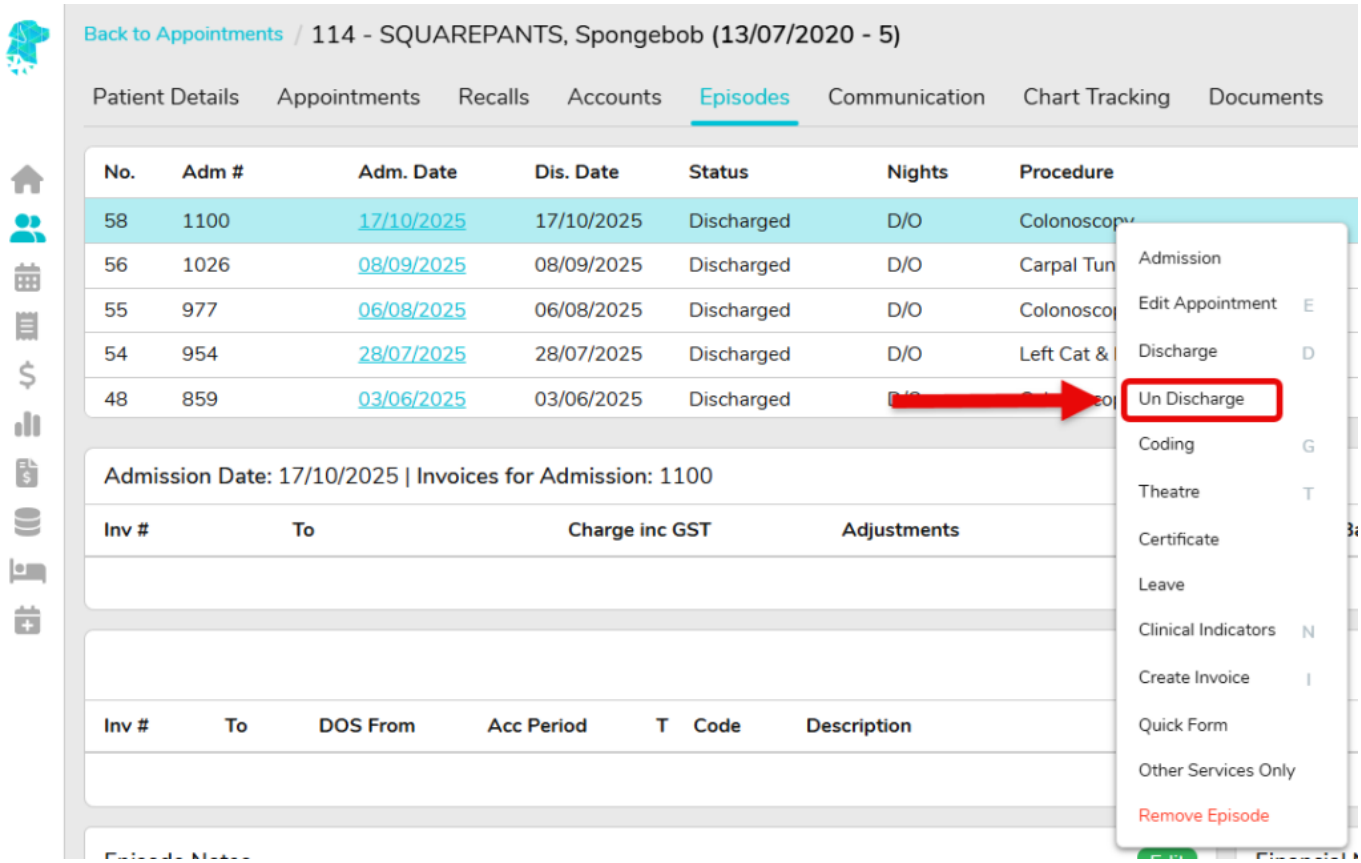
Unadmit or Undischarge a Hospital Episode

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

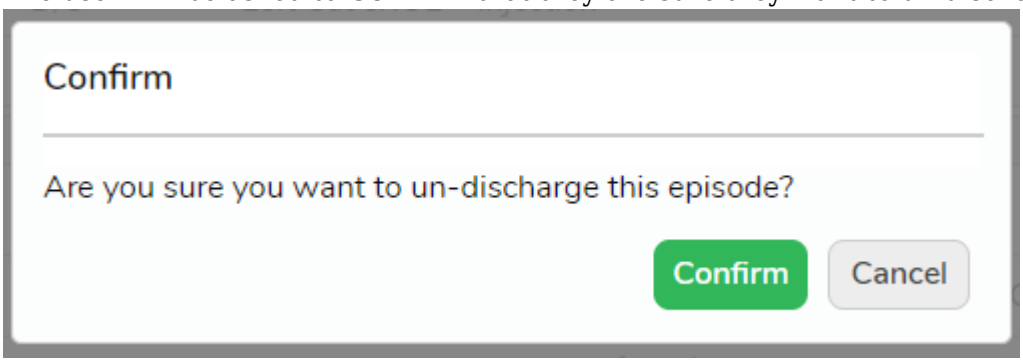
1. Navigate to the appointment that needs to be Un-admitted and/or Un-discharged
2. Use the **Right Click Menu** to select **Episodes**



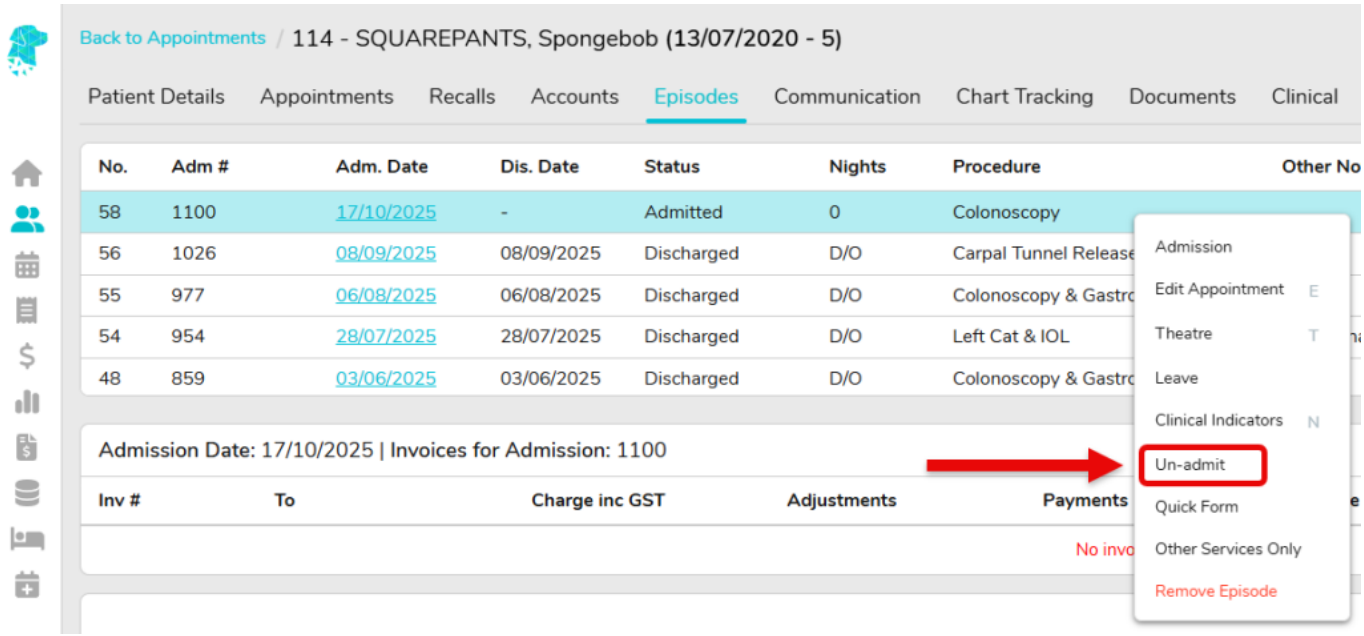
3. If the episode has been admitted, **& discharged,** Right Click on the required Episode and select
   Un-discharge



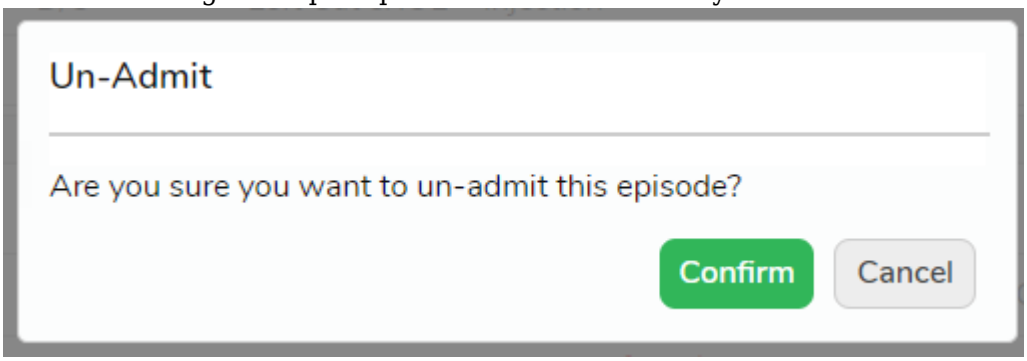
4. The user will be asked to **Confirm** that they are sure they want to un-discharge the episode.



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**