## **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**