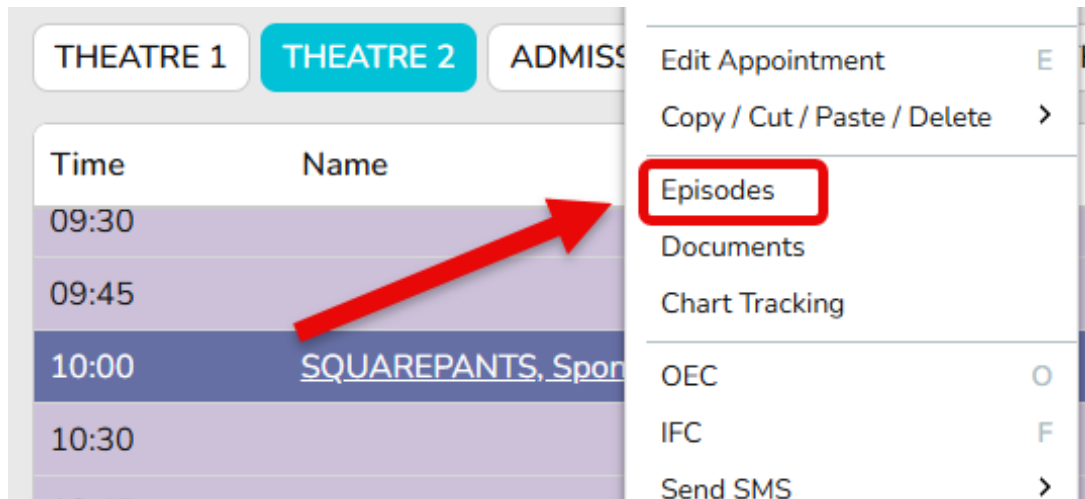


# Unadmit or Undischarge a Hospital Episode

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**

Back to Appointments / 114 - SQUAREPANTS, Spongebob (13/07/2020 - 5)

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

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

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

Inv #	To	Charge inc GST	Adjustments

Inv #	To	DOS From	Acc Period	T	Code	Description

Un Discharge

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

Confirm

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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.

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

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

Admission  
Edit Appointment  
Theatre  
Leave  
Clinical Indicators  
**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.

### Un-Admit

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

Confirm

Cancel

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**