

How to clear duplicate Discharges from e-ADT Bulletin list

1. Click on the 'Discharge' that needs to be cleared from the bulletin list

Home e-ADT e-Assessments e-Plan e-Notes e-MAR e-TAR e-Reports Settings My Account

Information Post Admission/Discharge Internal Transfer/Bed Swap History IAR Consent Management

Bulletin Central Client Index Current Admissions Bed On-Hold

Bulletin

Operational Statistics

ADT HotList

Search Client

Show: All Document Type: --Select-- Health Sector: --Select--

First Name: Last Name: Chart Number:

Episode ID: MAR Number:

Find Clear

Actions	Name	Chart Number	Register Number	Type	Health Sector
Discharge			169	Discharge	Complex Continuing Care
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2. Select current's date on 'Discharge Date'
3. Select Discharge Type as 'Discharge – Return anticipated'
4. Click on 'Save Discharge Data Prior to Actual Discharge'

Bulletin Central Client Index Current Admissions Bed On-Hold

Discharge

Name: Chart Number: Admission Date: 2008-06-27 Episode ID: 2946

Discharge Date: 2014-03-14 Discharge Time: 0:00 Client is Deceased

Discharge Type: Discharge - return anticipated

Discharged to Facility/Level of Care: --Select--

Discharged To Facility Number: NA

Notes:

Transfer Details

Leave Of Absence

Set Bed status to Hold Max Days On Hold Before Fees: 30 Max Days On Hold Before Discharge: 60

Resident Aware Next Of Kin Aware Physician Is Aware Emergency Contact Aware

Complete Sign

Complete

Save Discharge Data Prior to Actual Discharge

5. Go back to **Information Post, Bulletin** and click on the same **Discharge** again.

The screenshot shows the 'Bulletin' section of a software interface. At the top, there are tabs for 'Information Post', 'Admission/Discharge', 'Internal Transfer/Bed Swap', 'History', and 'IAR Consent Management'. Below these are sub-tabs for 'Bulletin', 'Central Client Index', 'Current Admissions', and 'Bed On-Hold'. The main content area is titled 'Bulletin' and includes 'Operational Statistics' and 'ADT HotList'. A 'Search Client' section contains several filters: 'Show: All', 'Document Type: --Select--', 'Health Sector: --Select--', 'First Name', 'Last Name', 'Chart Number', 'Episode ID', and 'MAR Number'. There are 'Find' and 'Clear' buttons. Below the search section is a table with columns: 'Actions', 'Name', 'Chart Number', 'Register Number', 'Type', and 'Health Sector'. The first row in the table has a 'Discharge' button in the 'Actions' column, which is highlighted with a red box. The other cells in the first row are partially obscured by grey boxes.

Actions	Name	Chart Number	Register Number	Type	Health Sector
Discharge			169	Discharge	Complex Continuing Care

6. Now, you have the '**Delete Discharge**' option; Click on it and select '**Yes**' to confirm deletion. The discharge should be cleared from the bulletin list.

The screenshot shows the 'Discharge' form in a software interface. At the top, there are fields for 'Name', 'Chart Number', 'Admission Date: 2008-06-27', and 'Episode ID: 2946'. Below these are fields for 'Discharge Date: 2014-03-14', 'Discharge Time: 0:00', and a checkbox for 'Client is Deceased'. A 'Discharge Type' dropdown menu is set to 'Discharge - return anticipated'. A 'Confirm deletion' dialog box is open in the center, with the text 'Delete is irreversible. Are you sure you want to delete this document?' and 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below the dialog box is a 'Transfer Details' section with several checkboxes: 'Leave Of Absence', 'Set Bed status to Hold', 'Resident Aware', 'Next Of Kin Aware', 'Physician Is Aware', and 'Emergency Contact Aware'. At the bottom of the form, there are three buttons: 'Save Discharge Data Prior to Actual Discharge', 'Discharge', and 'Delete Discharge'. The 'Delete Discharge' button is highlighted with a red box and an arrow.