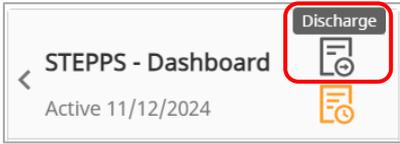




Discharge Programme(s) (if there is one) FIRST

If the Person is active in a Programme, that is where to begin with the Discharge process

1. In the **Programme Dashboard** for the current active Programme for this Person, click **Discharge**



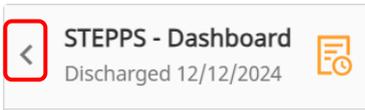
2. Click **Yes** to confirm the Discharge process, enter a reason for the Discharge and click **Submit**

Reason For Discharge

What is the reason for the discharge?

Submit Last Modified by: Sue17:44 12/12/2024

3. When ALL Programmes for this Service have been Discharged (or Declined if on a Waiting List), use the **Programme Dashboard** to go back up to the Service Dashboard



Discharge Service

4. In the **Service Dashboard** for the current Service for this Person, click **Discharge from Service**



5. **Cancel** to record a Principal Diagnosis (if appropriate) or **Continue** if a diagnosis is not required

There is no principal diagnosis recorded - please check and record one if this is not intended, or press Continue to proceed

Continue **Cancel**

6. Complete the **Summary of Care** with appropriate details, then click **Submit**
(If an admin person is completing the Summary of Care, the only mandatory field is the **Document Author** – this is the clinical person who is authorising the discharge of the Person)

7. Click  to remove each **Care Member** from the **Discharging Service** from the Care Team

Select which care members to remove from the care team

Current care team members Show view only members

Name	Added on	End Date	Member type	Care team roles	Service	Edit
Sue Kelly (Adult MH Clinical)	11/12/2024 14:12		Care Team with Full Access		General Adult Discharged	
(Adult Mental Health Nurse)	11/12/2024 14:12		Care Team with Full Access		General Adult Discharged	

See next page for help if this error message is displayed

 There must be one care team member for each service in the care team. Please add another care team member from this service or remove this service from the Collaborative Care Team if you wish to remove this care team member

If a care member is left on the care team, they retain access and can add records after Discharge. When access is no longer required, please remove yourself from the care team for that person.

If this person is still receiving care from another Service, the error message (on previous page) indicates that. **Add** or **Edit** the membership of the Care Teams so the requirement is met.



Reactivate a Service

A Service can be Reactivated if the Person was discharged in error, or if they require further care within a relatively short timeframe after Discharge (each service would determine when reactivation is appropriate).

1. From the **Active Worklist**, select the **Service Status** filter of **Discharged** (remove Active)

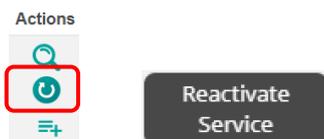
Service Status

Search

Active

Discharged

2. Search for the record required, then from the **Actions** column, click **Reactivate Service** and click **Yes**



3. **Add Care Team Members** back into the Care Team as required

Add records AFTER Discharge

Care Team Members can be added to or left in a Service's Care Team EVEN when a Person is Discharged. This would be appropriate where a Person is deceased, and final records are still to be added into MyWai.

To add Care Team Members

1. From the **Active Worklist**, select the **Service Status** filter of **Discharged** (remove Active)

Service Status

Search

Active

Discharged

2. Search for the record required, and from the **Service** column, click the Service to open the Service workspace
3. Select the appropriate button to add a Care Team Member as required

Service's care team members

+ Add individual to care team + Add myself to care team

4. Add an End Date for automatic removal.

Once added, that Care Team Member can add any records that are required.

Add Collaborative Care Team Member

Full Access View Only

This field is required

Care team roles

Member/s will be part of the care team until

Save

5. To find the record in **My Caseload**, select the **Service Status** filter of **Discharged** (remove Active) and search for the Person's record
6. When the records are added, please ensure that all Care Team Members are removed from the Care Team