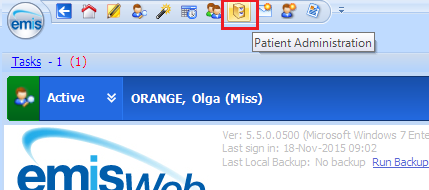
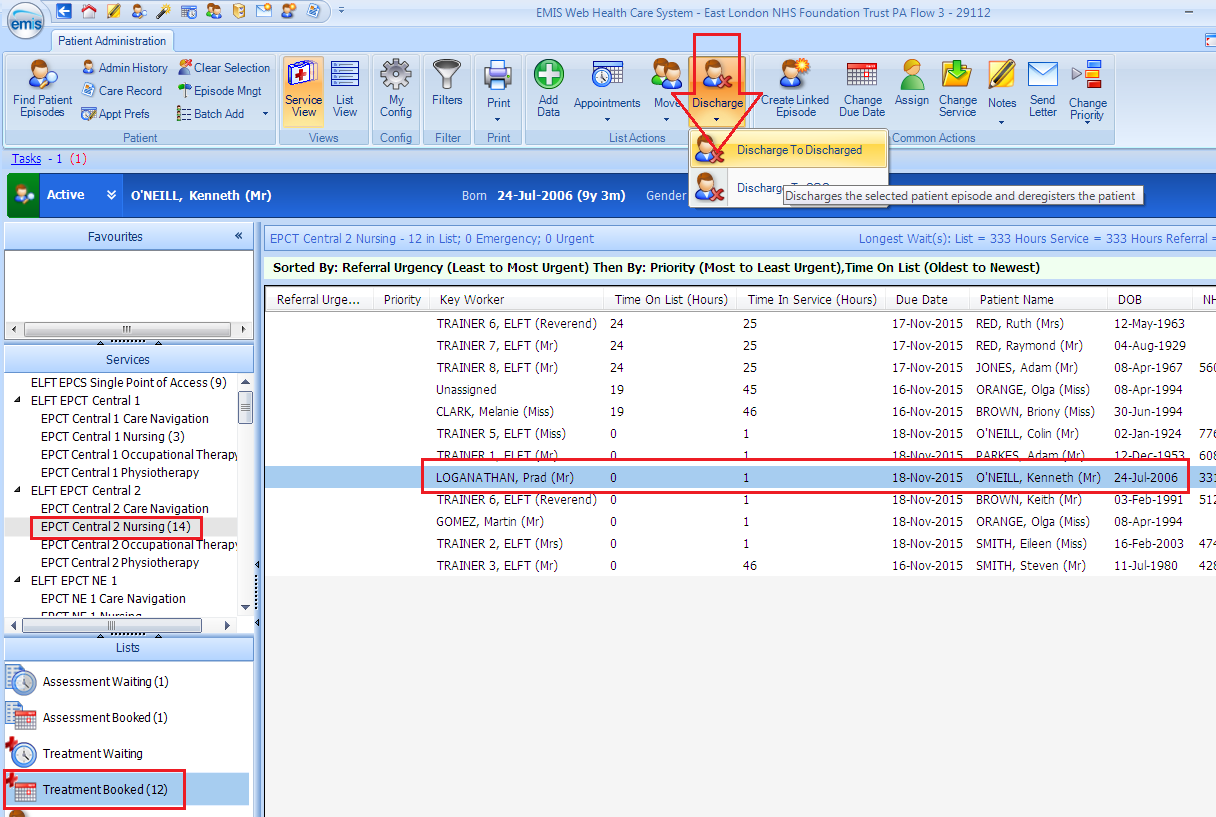
**EMIS – Discharging a Patient**

**Purpose: This document provides guidance on how to discharge a patient in EMIS.**

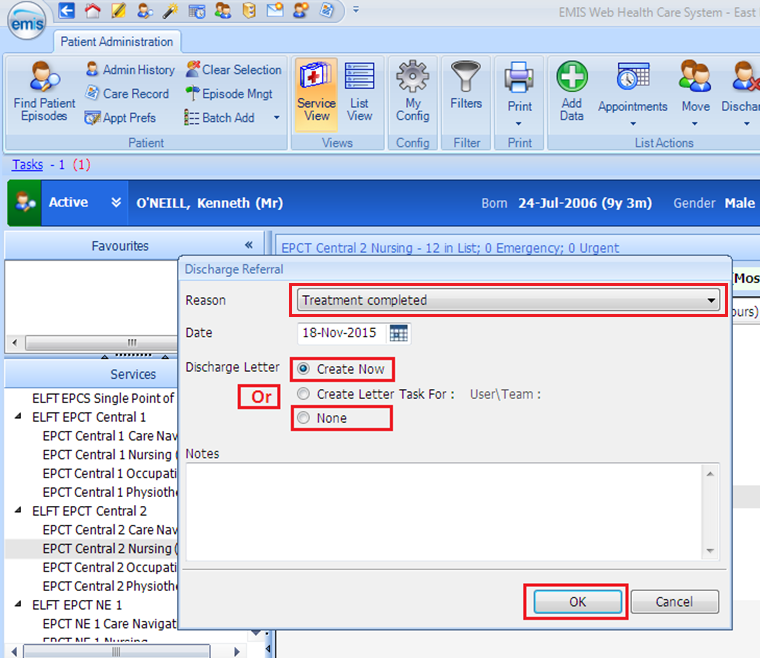
Access **Patient Administration**:



Find patient and highlight referral, click on **Discharge** and select **Discharge to Discharged**:



The **Discharge Referral** box appears:

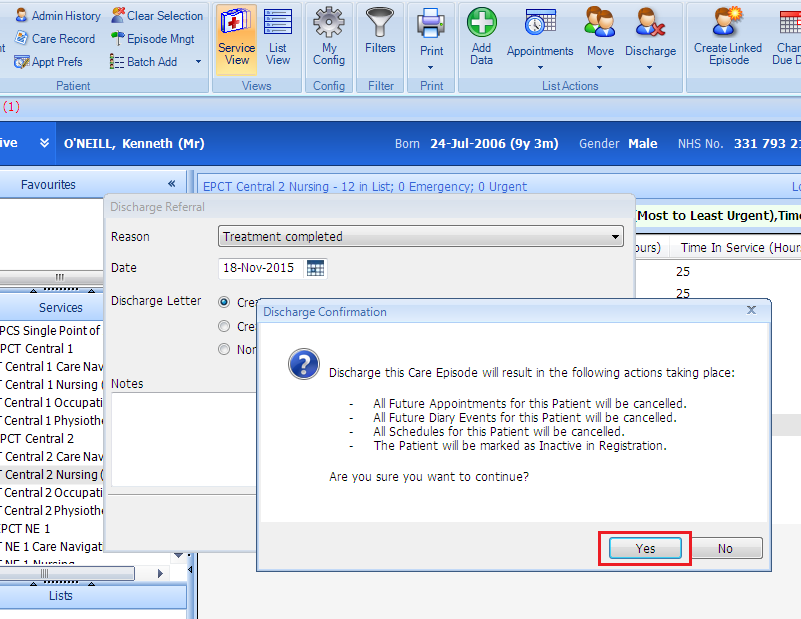


\*Note:

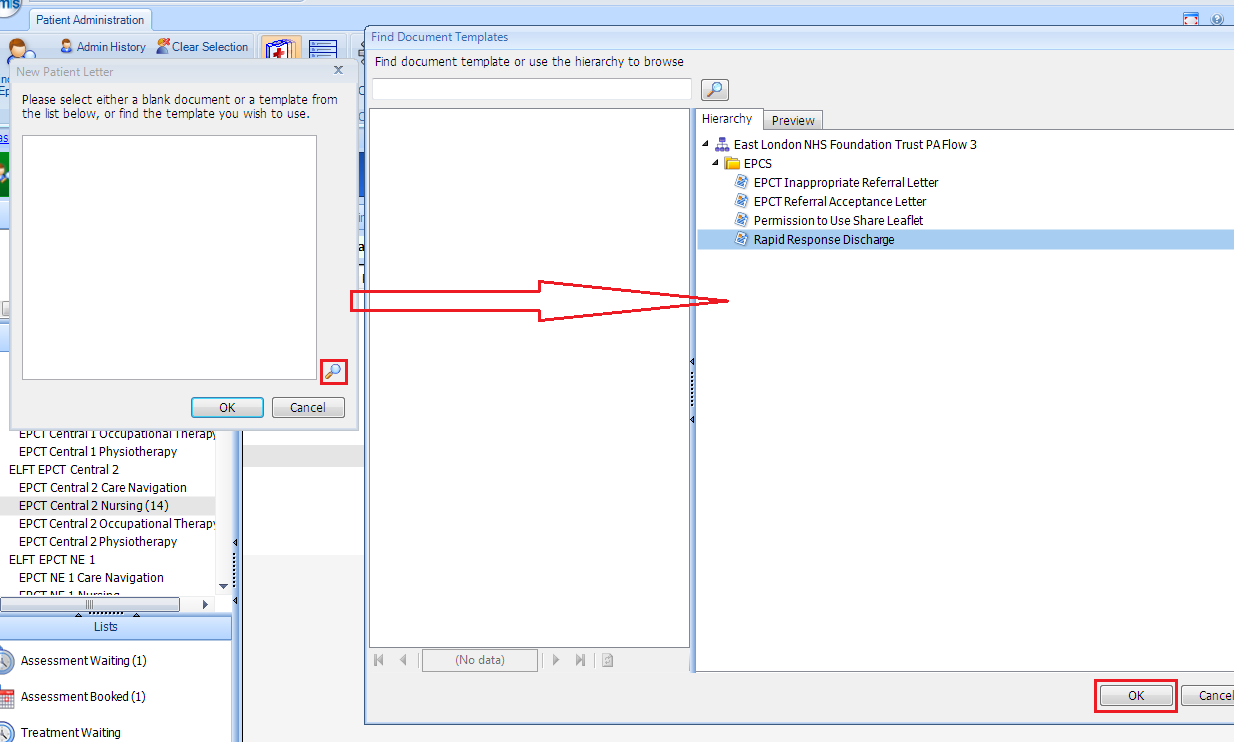
* Select **Reason** for discharge
* **Discharge Letter** – select either **Create Now** or NONE

Click on **OK**

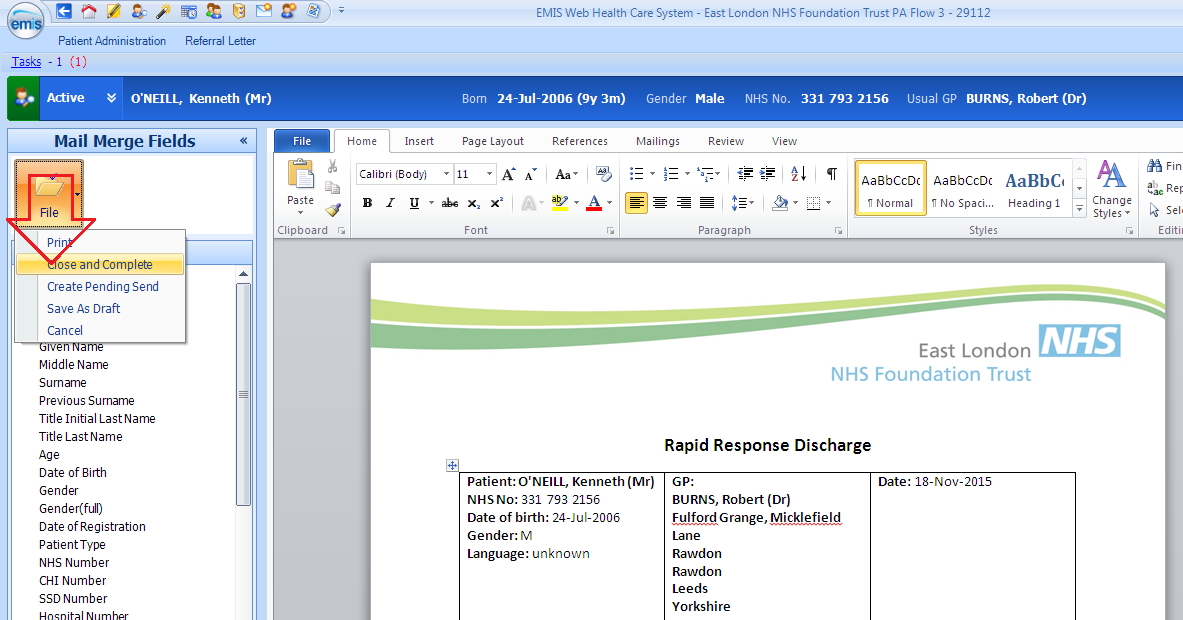
Read the message and select **Yes** for **Discharge Confirmation,** if you are happy to discharge**:**



Click on the magnifying glass and select appropriate discharge letter template and click on **OK**:



Once discharge letter is complete you can edit the discharge letter if required, click on **File** and select **Close and Complete**:



Confirmation of the discharge can be seen by clicking on **Discharged** under Lists: