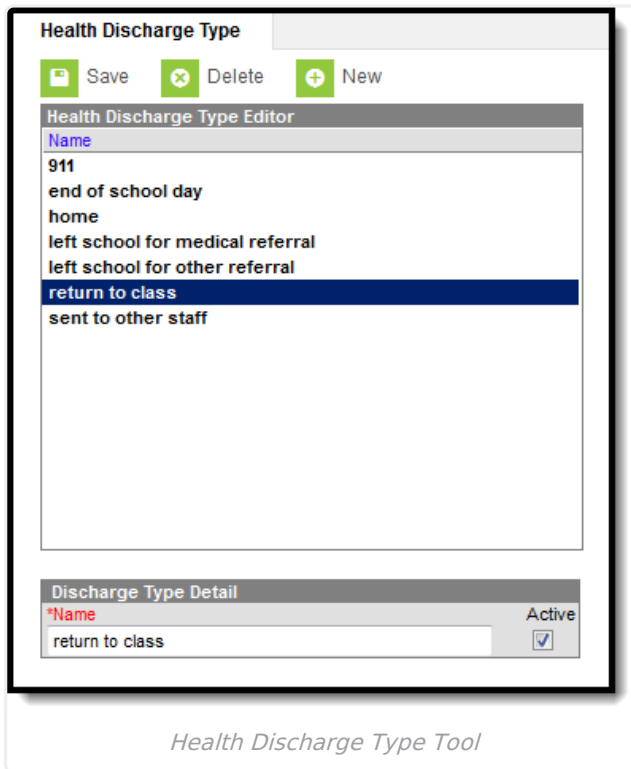


# Health Discharge Type Setup

Last Modified on 04/08/2026 3:13 pm CDT

Tool Search: Health Discharge Type Setup

The Health Discharge Type Setup tool allows districts to enter reasons why a student was discharged from the health office. The discharge types created here will populate dropdown lists used by health staff when reporting student health information.

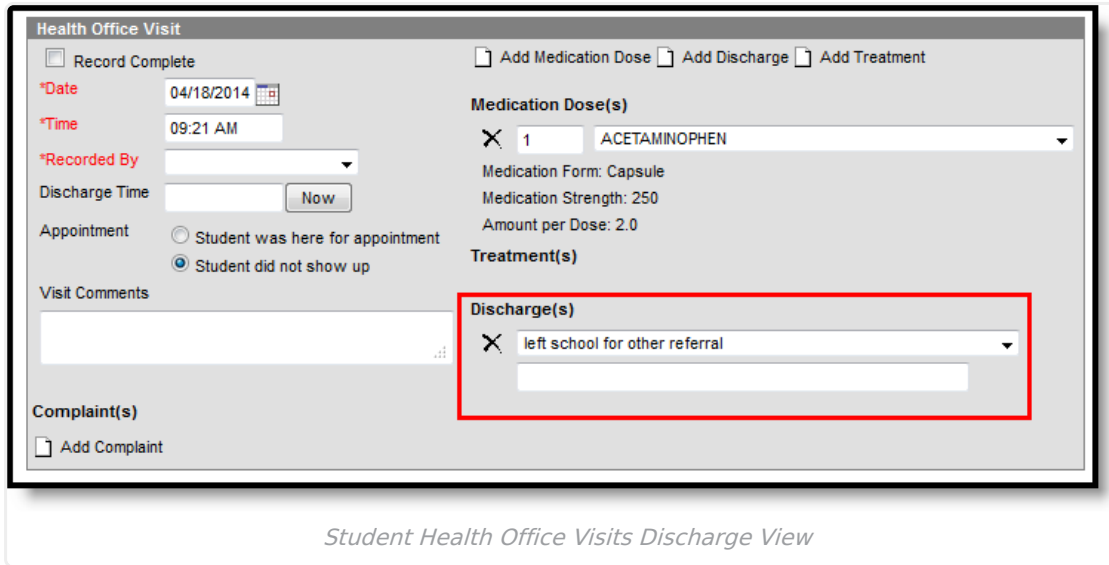


See the [Health Administration Tool Rights](#) article for information about rights needed to use this tool.

## Add a New Discharge Type

1. Select the **New** icon. The **Discharge Type Detail** field will appear below the **Health Discharge Type Editor**.
2. Enter the **Name** of the discharge type within the Name field.
3. Mark the **Active** checkbox to have the discharge populate dropdown lists used for student health records. If the Active checkbox is unmarked, the discharge type will still exist within the system; however, it will not populate on any student health dropdown lists.
4. Select the **Save** icon. The discharge will appear within the **Health Discharge Type Editor** window.

Active discharge types will populate the Discharge(s) dropdown list found when creating a new health office visit within the Health Office Visits tab.



The screenshot shows the 'Health Office Visit' form in 'Discharge View'. The 'Discharge(s)' dropdown menu is highlighted with a red box, showing the option 'left school for other referral'. Other fields include 'Date' (04/18/2014), 'Time' (09:21 AM), 'Recorded By', 'Discharge Time' (Now), 'Appointment' (Student did not show up), 'Visit Comments', and 'Complaint(s)'. The 'Medication Dose(s)' section shows '1' dose of 'ACETAMINOPHEN'.

## Delete Discharge Types

1. Select the Discharge Type from the **Health Discharge Type Editor**. The **Discharge Type Detail** field will appear below the **Health Discharge Type Editor**.
2. Select the **Delete** icon.
3. A prompt will appear asking to confirm deletion of the discharge type. Select **OK**. The discharge type will be deleted.

If a discharge type has been recorded for a student, the record cannot be deleted. Instead, mark that option as Inactive.

## Mark a Discharge Type as Inactive

1. Select the **New** icon. The **Discharge Type Detail** field will appear below the **Health Discharge Type Editor**.
2. Unmark the Discharge Type as **Active**.
3. Select the **Save** icon when finished. The discharge type will still be in the list of options for possible re-activation at a later time, but will appear not bolded and at the end of the list of active types.

**Health Discharge Type**

Save Delete New

**Health Discharge Type Editor**

Name

- 911
- end of school day
- home
- left school for medical referral**
- left school for other referral
- return to class
- sent to other staff

**Discharge Type Detail**

Name	Active
left school for medical referral	<input type="checkbox"/>

*Inactive Discharge Type*