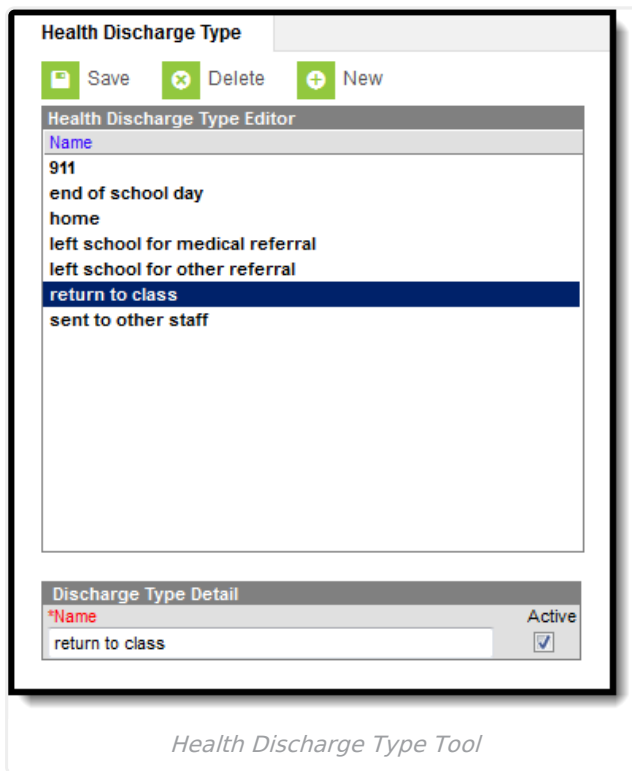# Health Discharge Type

Last Modified on 04/01/2025 1:33 pm CDT

Tool Search: Health Discharge Type

The Health Discharge Type Editor 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.
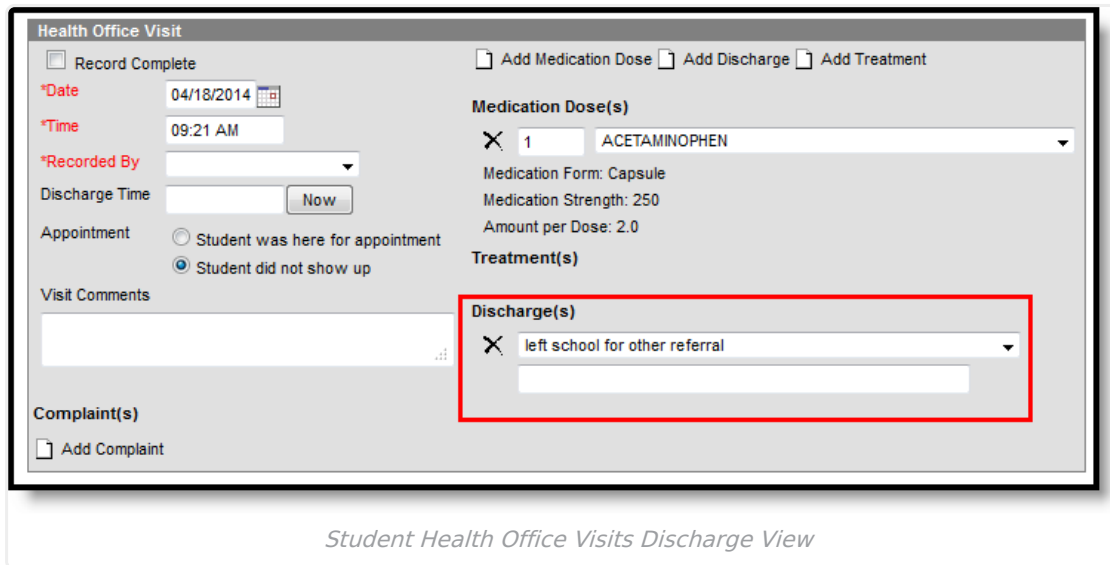

Health Discharge Type Tool

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.

Student Health Office Visits Discharge View

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.

Inactive Discharge Type