

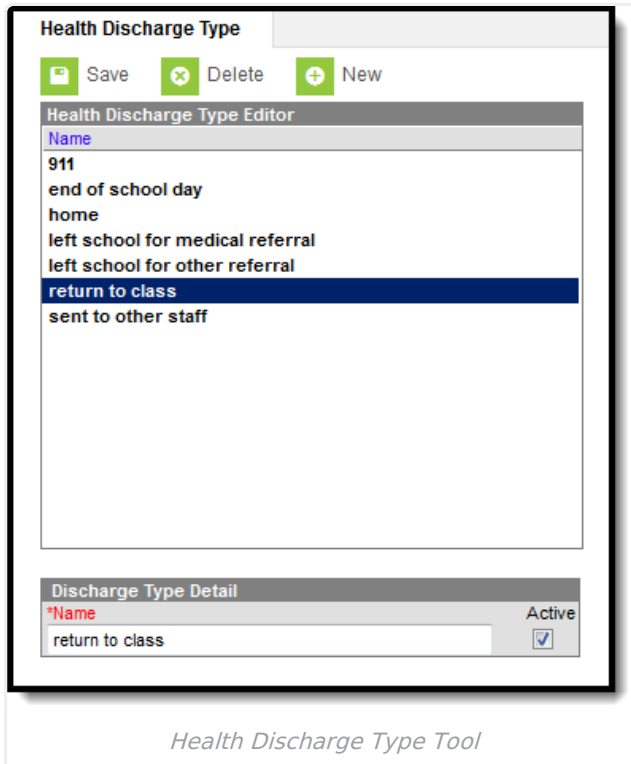
Health Discharge Type

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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.



The screenshot shows the 'Health Discharge Type' tool interface. At the top, there are three buttons: 'Save' (floppy disk icon), 'Delete' (trash can icon), and 'New' (plus icon). Below these is the 'Health Discharge Type Editor' section, which contains a list of discharge types: '911', 'end of school day', 'home', 'left school for medical referral', 'left school for other referral', 'return to class' (highlighted in blue), and 'sent to other staff'. At the bottom, there is a 'Discharge Type Detail' section with a text field labeled '*Name' containing 'return to class' and an 'Active' checkbox that is checked.

Health Discharge Type Tool

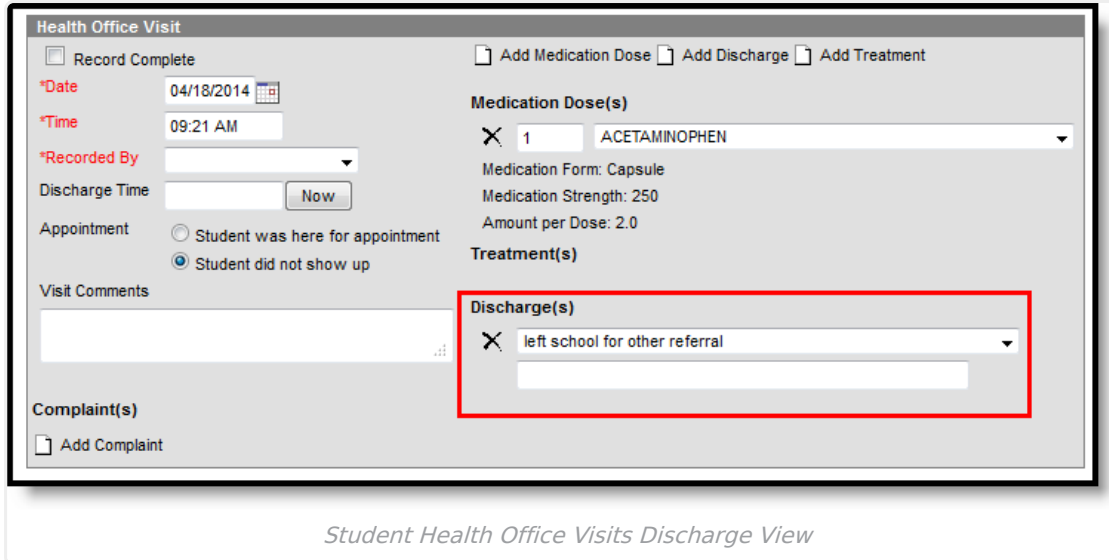
See the [Health Administration Tool Rights](#) article for information about rights needed to use this tool.

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.



The screenshot shows the 'Health Office Visit' form. The 'Discharge(s)' dropdown menu is highlighted with a red box, showing the option 'left school for other referral'. The form includes fields for Date, Time, Recorded By, Discharge Time, Appointment, Visit Comments, Complaint(s), Medication Dose(s), and Treatment(s).

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

left school for medical referral

Active

Inactive Discharge Type