Discharge Process

As part of Treatment Plan discharge patient from physiotherapy

Patient 🡪 Cases (select the appropriate case) 🡪 change to “discharged”



Discharge Tracking FOS

1. To do on the first day of each month
2. Run a report for each physiotherapist for discharges three months ago. i.e. on the first day of April, you will run a report for January 1 – 31.
3. Reports 🡪 Clinic 🡪 Discharges
4. Select date range
5. Filter by provider
6. Print and give to physio

Physiotherapist

1. Review discharge list
2. Follow-up phone call to each person – note in client file when completed – write one tick for this next to the client’s name
3. Ensure GP letter has been sent for each person – note in client file when completed – write a second tick for this next to the client’s name
4. Hand completed list to Practice Director for review