



COUNTY OF SANTA CLARA
Behavioral Health Services

EDIT ADMISSION/DISCHARGE

REV. 07/23/24

REVISIONS

Date	Slides	Revisions
07/23/24	3	Updated email address to BHSD_EHR_info@hhs.sccgov.org

EDIT ADMISSION/DISCHARGE

If there was an episode created for the client in the wrong program, a client that was accidentally discharged, or a client that has an incorrect admission/discharge date the team will need to reach out for support. Please send an email to [BHSD EHR info@hhs.sccgov.org](mailto:BHSD_EHR_info@hhs.sccgov.org) and a team member be in contact with you to address the issue.

ADMITTED INTO WRONG PROGRAM, ACCIDENTALLY DISCHARGED, WRONG DISCHARGE DATE

1. If client was admitted into the wrong program, the EHR Team will delete the episode.
 - a. CCP will then need to admit client into correct program.
2. If a client was accidentally discharged, EHR Team will delete the discharge which opens the episode.
 - a. CCP will need to complete discharge form when client is discharged.
3. If the discharge date was inputted incorrectly, EHR Team will delete the discharge which opens the episode.
 - a. CCP will need to enter correct discharge date in the discharge form.

Please provide the EHR Team with the following information on page 4.

PLEASE COMPLETE INFORMATION BELOW FOR DOCUMENT CORRECTION TEAM TO REVIEW AND PROCESS

Client's myAvatar ID:

Client's Name (Last, First):

Episode #:

Episode Name:

Admission/Discharge Form:

Admission/Discharge Date:

Practitioner's Name:

Action Request: Delete Last Movement

Reason for the Request:

WRONG ADMISSION DATE

If the wrong admission date was inputted for the client, please provide the following information below.

Client's myAvatar ID:

Client's Name (Last, First):

Episode #:

Episode Name:

Initial Admission Date:

Correct Admission Date:

Practitioner's Name:

Action Request: Change Admission Date

Reason for the Request: