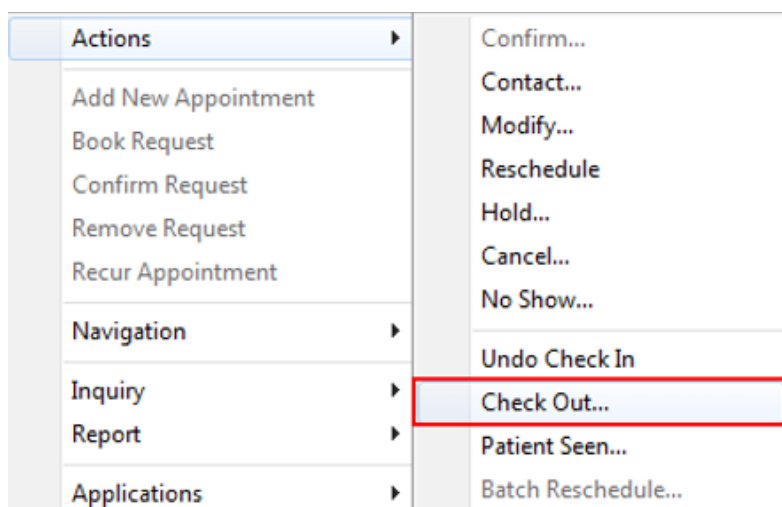


Scheduling - Discharge OPD encounter - SCH

This Quickstart will outline the process of discharging an OPD encounter in Scheduling Appointment Book using the Check Out Action. This will streamline the multi-consultant clinics where multiple encounters need to be created for the same specialty e.g. TOF and Birthmark clinics.

- In Scheduling Appointment Book Right Click on the appointment
- Select Actions and click Check Out...



- Click Discharge and OK to discharge the OPD encounter

A screenshot of the 'Discharge' dialog box in the scheduling application. The dialog has several tabs at the top: 'General', 'Summary', 'Details', 'Orders', 'Guidelines', 'Notification', 'Conversation Summaries', 'Itineraries', 'Locks', and 'Booking Notes'. The 'General' tab is selected. The dialog contains fields for 'Date' (12/11/2019) and 'Time' (1055). There are radio buttons for 'Update patient tracking' and 'Stop patient tracking', with 'Stop patient tracking' selected. A dropdown menu for 'Tracking Location' is set to '<None>'. There is a 'Comments' text area. Below this is a table with columns 'Person Name' and 'Enc Type'. The table contains one row: 'BINNS, Alysha' and 'Outpatient'. At the bottom of the dialog are several buttons: 'Guar Pmt', 'Enc Pmt', 'View', 'Modify', 'Charges', 'Tasks', and 'Discharge'. The 'Discharge' button is highlighted with a red rectangle. At the very bottom of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted with a red rectangle.