

Health Discharge Type

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Classic Path: System Administration > Health > Health Discharge Type

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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.

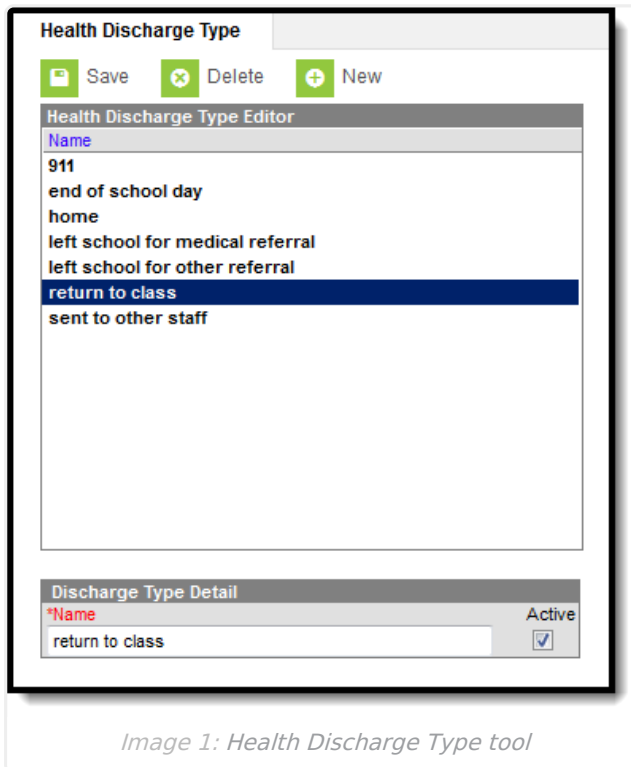


Image 1: Health Discharge Type tool

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.

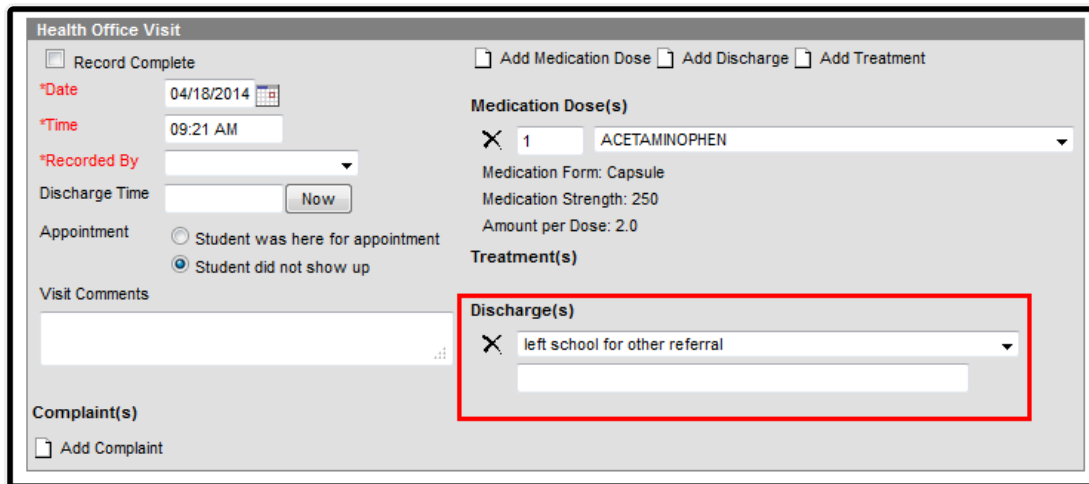


Image 2: Student Health Office Visits Discharge View

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.

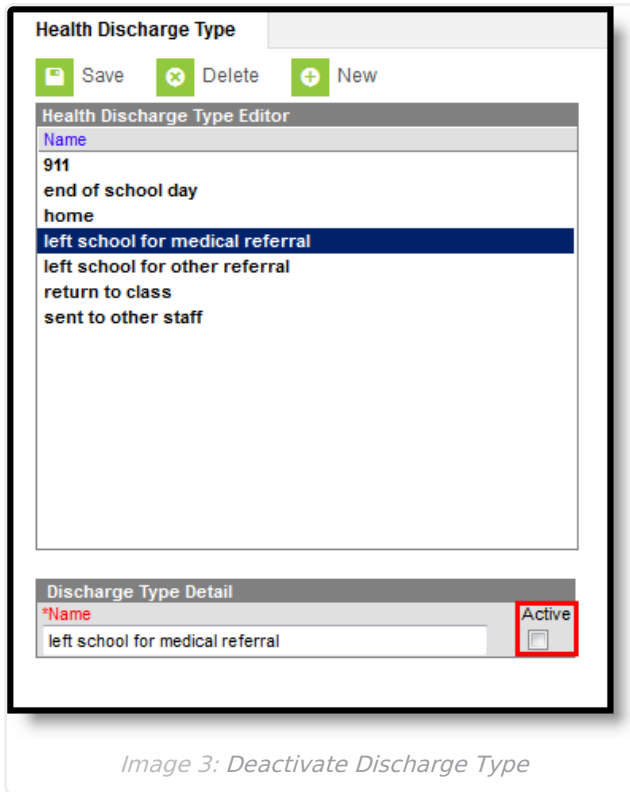


Image 3: Deactivate Discharge Type