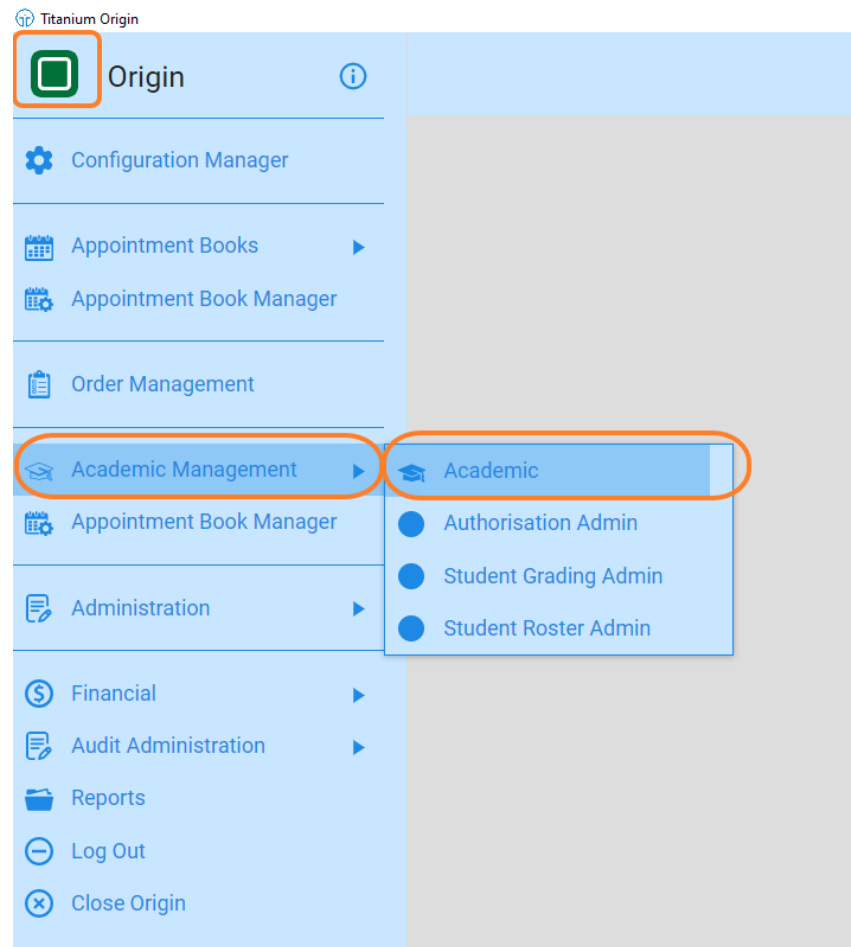


Patient Re-Assignment to same student (To handle the missing entries for the discharged patients)

Patient Re-assignment



In the Academic Management > Assigned Patients > Assigned Patients Filter

- 1) Type the discharged patient number, student ID and select the “Complete” status
- 2) Click the “Apply” button
- 3) Highlight the assignment record and click “Reassign”

Assigned	Status	Change Request	Provider	Patient	Age	Gen...	Treatment Needs	Last Appointment	Next Rec
10/01/2024	Complete		(D03571796) 5.2	(360087)	64	Male		09/01/2024	

Share Edit Supervisor Un-assign Reassign Request Reassign Activate Discharge

4) In the Pop-up windows, type the dummy assignment operator “001” and click “Assign”
(It will assign patient to the dummy operator temporary)

The screenshot shows the 'Assigned Patients' section of the Academic Management software. A table lists patient records with columns for Assigned date, Status, Change Request, Provider, Patient ID, Age, Gender, Treatment Needs, Last Appointment, Next Recall, and Notes. One record from 08/01/2024 is highlighted with an orange oval. A pop-up window titled 'Assign Selected Record to Provider' is open over this record. The 'Provider' dropdown menu is set to 'Reassign Patient (001)'. The 'Notes' field is empty. The 'Assign' button is highlighted with an orange box. At the bottom of the pop-up, the 'Reassign' button in the main interface is also highlighted with an orange box.

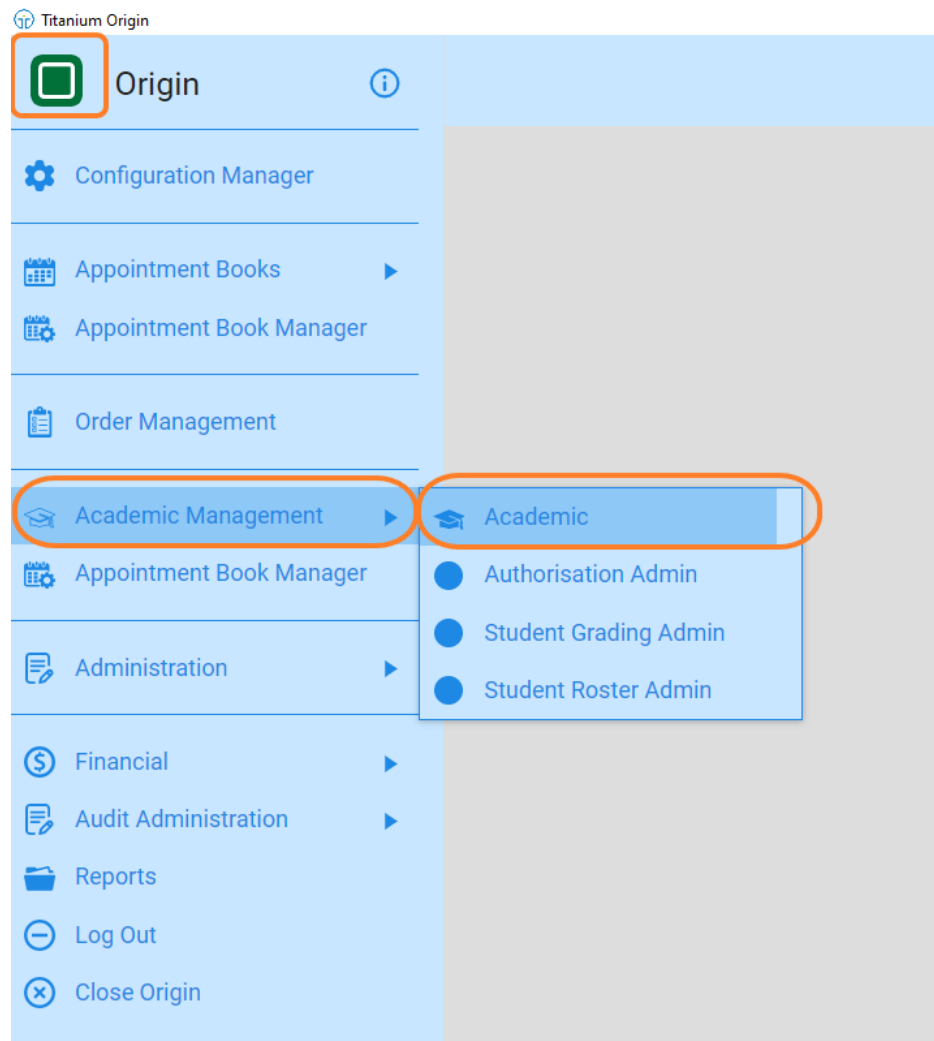
5) Click on the “Assigned Patients Filter” and this time type the discharged patient number, 001 as the “Provider” and select the “Active” status

6) Click the “Apply” button

7) Highlight the assignment record and click “Reassign”

8) In the Pop-up windows, type the student ID and click “Assign”

Patient Discharge



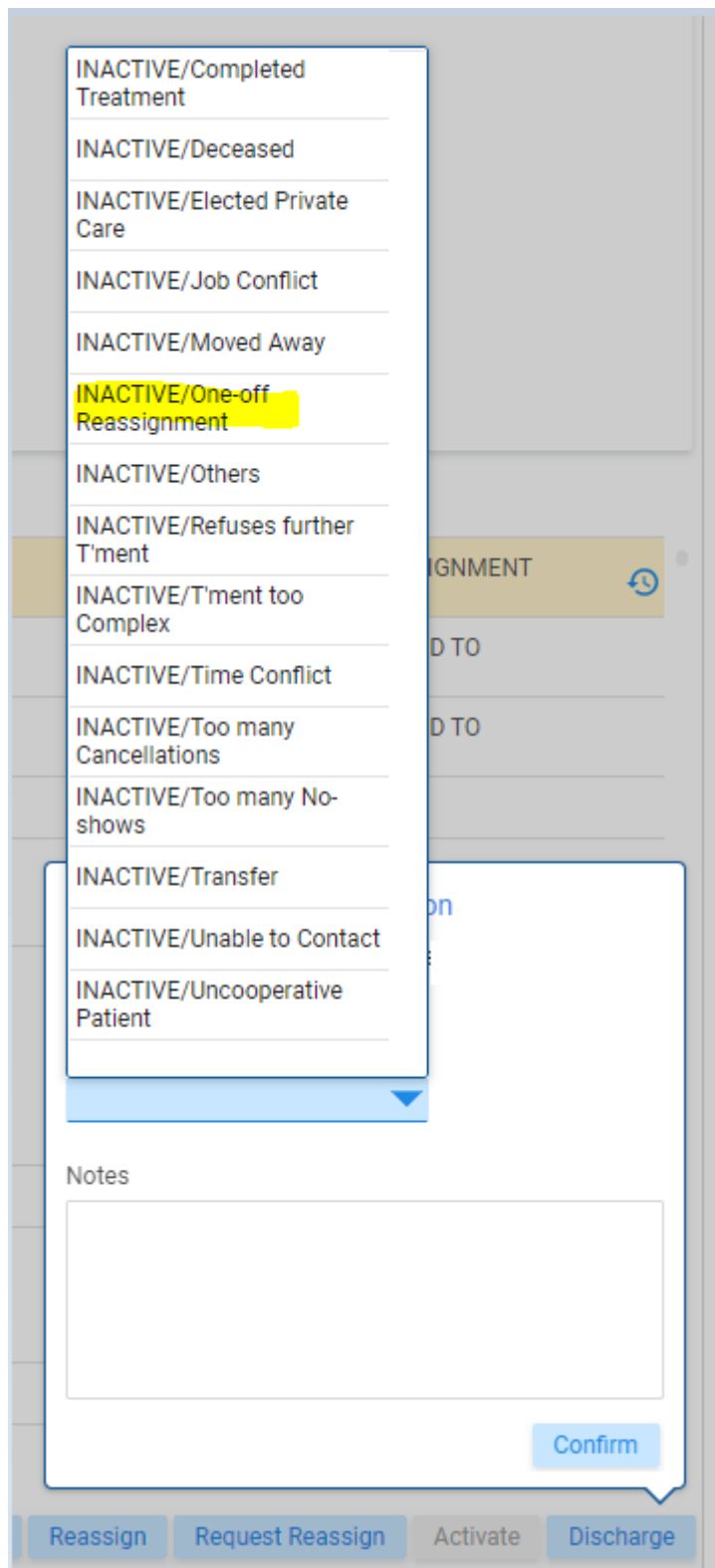
In the Academic Management > Assigned Patients > Assigned Patients Filter

- 1) Type the patient number and student ID and select the “Active” status
- 2) Click the “Apply” button
- 3) Highlight the assignment record and click “Discharge”

Assigned	Status	Change Request	Provider	Patient	Age	Gen...	Treatment Needs	Last Appointment	Next Rec
10/01/2024	Complete				64	Male		09/01/2024	

Buttons: Share, Edit Supervisor, Un-assign, Reassign, Request Reassign, Activate, Discharge

4) In the Pop-up windows, click on the discharge reason and select “INACTIVE/One-off Reassignment”



5) Click “Confirm” to discharge the patient