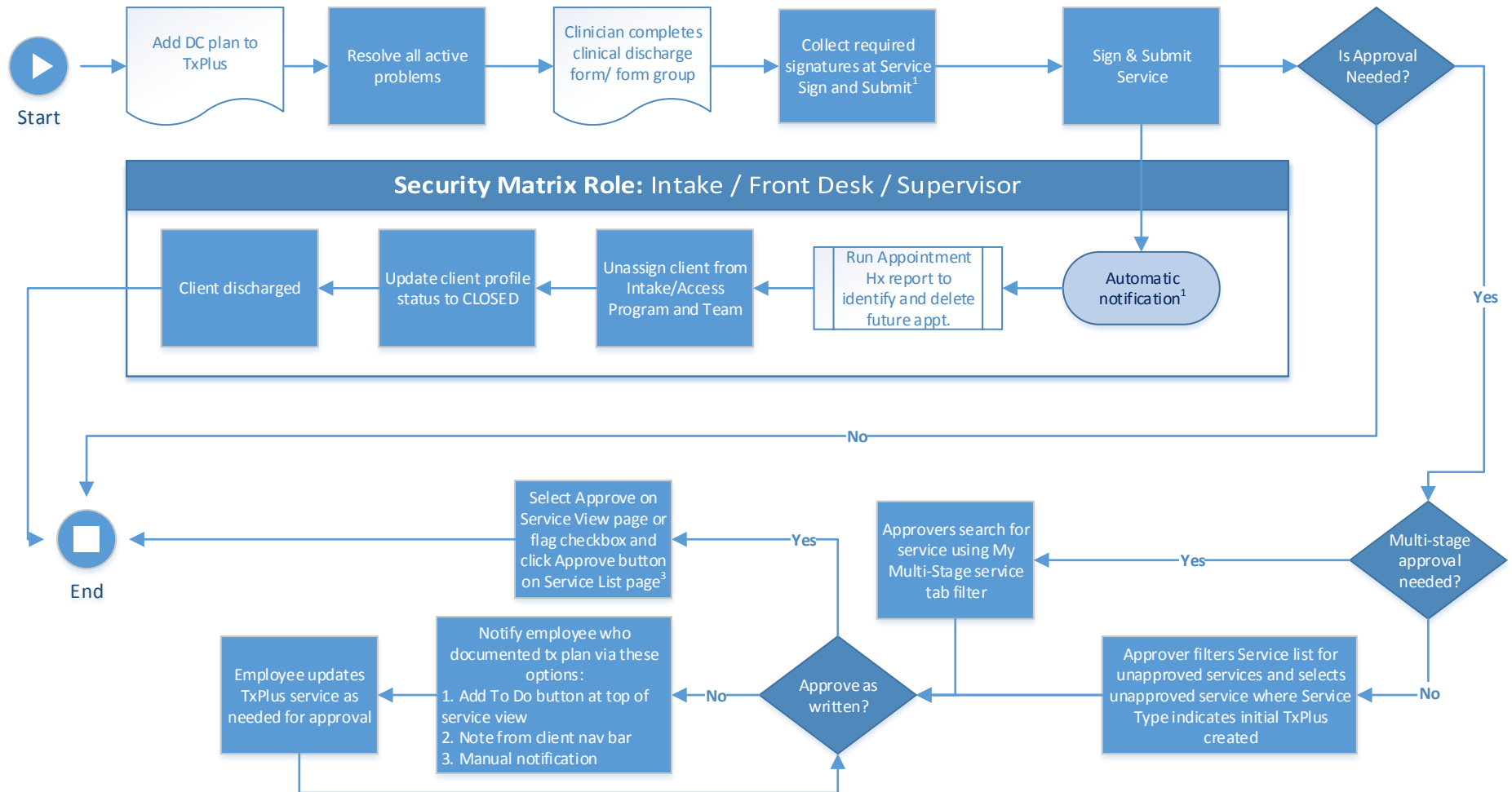# Client Discharge Workflow

CREDIBLE

Team: TBD   **Program**: Outpatient / Inpatient / Community

Security Matrix Role: Clinician / Admin / Supervisor / Intake / Front Desk

Start

→ Add DC plan to TxPlus → Resolve all active problems → Clinician completes clinical discharge form/ form group → Collect required signatures at Service Sign and Submit[1] → Sign & Submit Service → Is Approval Needed?

Security Matrix Role: Intake / Front Desk / Supervisor

Client discharged ← Update client profile status to CLOSED ← Unassign client from Intake/Access Program and Team ← Run Appointment Hx report to identify and delete future appt. ← Automatic notification[1]

No →

End

Select Approve on Service View page or flag checkbox and click Approve button on Service List page[3]

Approvers search for service using My Multi-Stage service tab filter

Multi-stage approval needed?

Yes →

Yes →

Approver filters Service list for unapproved services and selects unapproved service where Service Type indicates initial TxPlus created

Approve as written?

No →

Notify employee who documented tx plan via these options:
1. Add To Do button at top of service view
2. Note from client nav bar
3. Manual notification

Employee updates TxPlus service as needed for approval

Yes (Is Approval Needed?)

No (Multi-stage approval needed?)

Legend

Process | Decision | Subprocess | Start/ End | Optional Process | Alert | Documents

NOTES

1. For staff to received this notification, a Notification Trigger must be set-up connected to one of the services in the DC Form Group

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