

Four Points Discharge Guide

Discharging a client closes out the professional relationship, which not only formally marks the end of therapy, but also transfers liability away from you, as the client is officially no longer under your care.

- A. Complete a discharge summary using the required template below. It's not sufficient to add a brief notation to the chart.
- B. Verify notes are submitted and all documents are in the chart (ROIs, treatment plans, etc.).

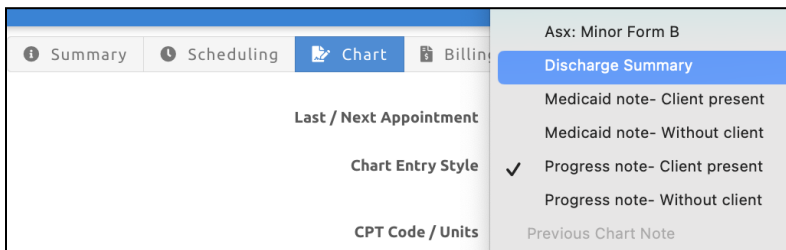
Only after A and B are complete, please submit an [admin request](#) and select "discharge client." Staff will review the chart and send it back if A and B are incomplete.

Please leave the client's status as **active**. Making a client inactive too soon impacts billing and claims (and therapist income). The admin team will change the status.

Some prompts in the template are required for compliance purposes, even though they are outside the scope of our work. For this reason, standardized responses are pre-populated for you.

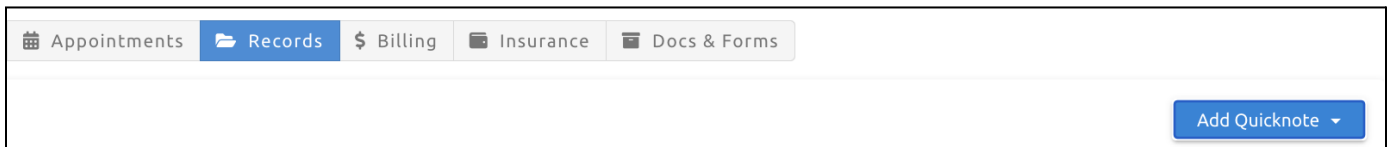
Option 1: Chart Using a Discharge Summary

If you hold a termination session, instead of charting using the progress note template, click the "chart entry style" dropdown and change the template to Discharge Summary. The session note and the discharge summary are completed at the same time.



Option 2: Use a Quicknote

In the client's chart, click Records, then click Add Quicknote. Copy/paste the discharge summary template.



Continue below for template

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TEMPLATE

Diagnosis:

Date of discharge:

Reason for admission:

Reason for discharge:

Primary/significant issues identified during treatment:

Summary of services, progress in treatment, and outstanding concerns:

Coordination of care with other service providers: *Information provided to PCP and/or other treating providers if requested by client and if written consent was obtained.*

Advanced directives developed or initiated during course of services: *Deferred.*

Medications prescribed during treatment/at discharge and individual's response to medications: *This information is outside the scope of services provided by the therapist. No medications were prescribed or recommended to the client by this therapist. Client is referred to the prescriber for medication-related questions and needs if applicable.*

Summary of legal status during course of services and at time of discharge:

Referrals and recommendations for follow-up care:

Response of client and/or family to discharge:

Four Points Discharge Policy

A summary must be completed for a client to be considered discharged and all clients seen at least once must be officially discharged. Those who only attend a consultation do not actually become clients and do not need to be discharged.

“Routine” Discharges

This refers to all clients not described in the sections below. Complete the discharge within 30 days of client's termination. This means that 30 days is the latest that the discharge is completed.

High Acuity Clients

For acute clients, there is an increased need to indicate they are no longer under your care and should be discharged as soon as possible, ideally within 48 hours and at most within one calendar week. Some examples include clients with a severe condition, low level of functioning with high level of impairment, repeated or ongoing state of crisis, or presence of suicidality or homicidality.

30-60 Rule for Inactive Clients*

Inactive clients are nonetheless under your care and you could be liable for some aspects of their wellbeing.

The 30-60 rule means 30 days without contact, 60 days without sessions.

If a client makes no contact for 30 days, reach out to explore if they will be returning. If a client plans a break for 60+ days, the client should be discharged. They can be readmitted with very little effort when they return.

If attempts to contact are unsuccessful, please document this and discharge the client. For those with Medicaid, 3 attempts must be made to contact the client and it's important to note these attempts in the chart.

**Inactive means the client is not attending sessions at the present time- this does not refer to the “inactive” status indicator in a client's profile.*