MANAGING PATIENT EPISODES REOPENING AN EPISODE DISCHARGED IN ERROR

Occasionally, episodes are discharged prematurely. If this occurs, you can reopen the episode in FOTO by following the steps outlined below.

• From the Navigation Bar, select either the Patient Activity link /OR/ the Closed Episode link.



 In either screen (the example uses the Closed Episode screen), type in the patient's last name /or/ the ID number for the patient in the Search Field.

• Click the ID# for the patient that was discharged in error.

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• The Patient Detail window will open. Click on the Episode/Condition of the Discharged Episode that was entered in error.

Closed Episodes									
Closed Within: Previous 12 Months • 4/1/2014 - 4/1/2015									
Search: dooder									
Id 🔺	Patient 🍦	Clinician 🍦	Condition 🕴	Episode Status	Date Closed	🕴 Intake	Status 🕴	Discharge	
Dooder3	Dooder, Test	gtherapist	<u>Shoulder</u>	Discharged Complete	03/23/15	<u>01/01/14</u>	<u>02/20/15</u> :	<u>2/20/2015</u>	

FOTO

_	Patient D)etail	S							
	 B Patier Epison Add E Audit 	n <u>t Detai</u> des pisode Report	ls							
				Patient	Details					
	First Name:	Test								
	Middle Initial:	Т								
	Last Name:	Doode	r							
	Patient ID:	Doode	r3							
C	Default Clinic:	trish	•	0						
	Date of Birth:	08/02	/1930							
	Gender:	🔍 Ma	le 🖲 Femal	е						
	Language:	Englis	h▼							
	Email:	thayes	@fotoinc.co	m						
							Reset	Up	date	
	Episodes									
	Condition	Clinic	Clinician	Created		Intake	Status		Staff Discharge	NP
• [Shoulder	trish	gtherapist	1/10/201	4 3:08:03 PM	Complete	Comple	te(1)	3/23/2015	
•								Star	t a New Episo	de
	Closed Ep	isode								

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OUTCOMES INC

	Episode Details
Patient ID:	Dooder3
Patient Name:	Dooder, Test T
Clinic:	trish 🔹 🎯
Care Type:	Orthopedic
Condition:	Shoulder
Impairment:	Muscle, Tendon + Soft Tissue Disorders
Surgery Type:	Not Applicable
Support Staff:	sstaff.1234
Primary Clinician:	Therapist, Great
Alt. Clinician 1:	▼
Alt. Clinician 2:	▼
Alt. Clinician 3:	T
Payer Source:	Medicare B 🔹
Physician Referral:	Doe, John [1234]
Employer Referral:	Toyota [2222] 🔻
Insurance Referral:	Atena [1001]
Other Referral:	None
Status of Episode:	Closed [Discharged Completed Episode]
Patient Selected Surgeries:	None V
Patient Selected Onset:	22-91 Days
Weight:	235 lbs
weight:	235 105
Height:	65 inches
	Reset Save Changes Edit/Reopen
	Reset Save Changes Eult/Reopen.

Patient Discharge

- The Staff Discharge opens on the screen.
- Scroll down to the bottom of the Staff Discharge and select Clear Responses and Reopen Episode.

	Episode Information				
The Staff Discharge opens on the screen.	Patient ID: Dooder3 Name: Dooder, Test T Clinician: gtherapist	Care Type: Body Part:	Orthopedic Shoulder		
Scroll down to the bottom of the Staff Discharge	Initial Visit: 1/1/2014	Impairment:	Muscle, Tendon + Soft Tissue Disorders		
and select <i>Clear Responses and Reopen</i> <i>Episode.</i>	Interruption Days		Date of Last Visit	Patient Visits OT Hours: PT Visits: ST Visits: ST Visits: ST Hours: RT Visits: RT Hours: RN Visits: RN Visits: RN Visits: RN Visits: Sther Visits: RN Visits: RN Visits: RN Visits: Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statument Statum	
	- Clinician Comments- Clinician Comments:	Cartel	Reopen Episode and	Clear Responses	
When you do this, a secondary screen will open asking you want to reopen the episode. If Yes, select CONTINUE.	ou to confirm tha	at you	Reopen Episode and Clear Re These responses will be clear recovered. Are you sure?	ed and cannot be	
After selecting CONTINUE, you will see a green box at th detail window stating that you successfully reopened the		Cancel			

Successfully re-opened the episode and cleared values.

When you return to Open Episodes, you will see this patient listed in your active patient table.

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