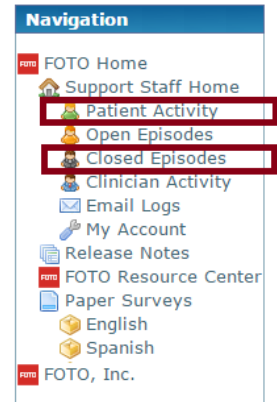


# REOPENING AN EPISODE DISCHARGED IN ERROR

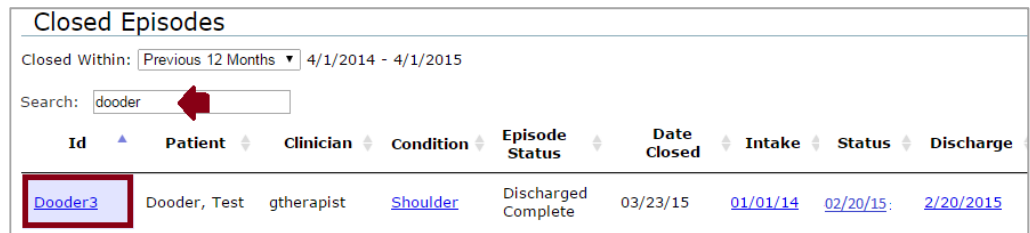


Occasionally, episodes are discharged prematurely. If this occurs, you can reopen the episode in FOTO by following the steps outlined below.

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

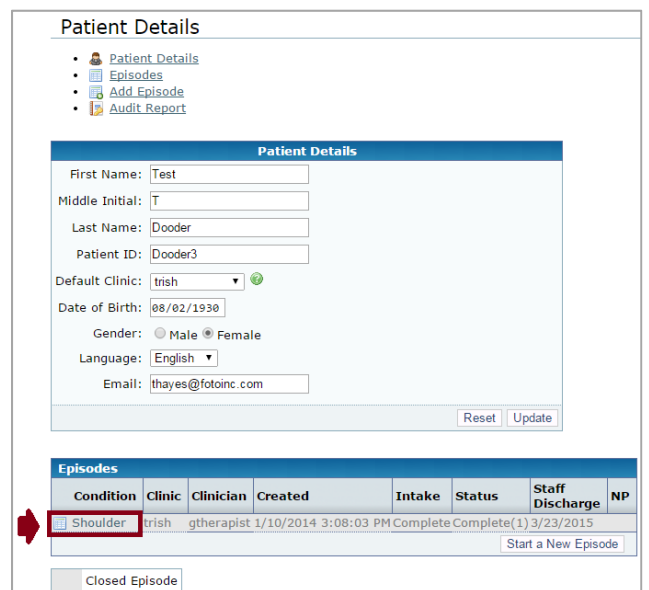


- In either screen (the example uses the Closed Episode screen), type in the patient's last name /or/ the ID number for the patient in the Search Field.



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

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



**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:  
 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  
 Patient Selected Onset: 22-91 Days  
 Weight: 235 lbs  
 Height: 65 inches

Reset Save Changes **Edit/Reopen...**

- The Episode Detail window opens.
- Click on the button for Edit/Reopen.

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

**Patient Discharge**

**Episode Information**

Patient ID: Dooder3  
 Name: Dooder, Test T  
 Clinician: gtherapist  
 Initial Visit: 1/1/2014  
 Care Type: Orthopedic  
 Body Part: Shoulder  
 Impairment: Muscle, Tendon + Soft Tissue Disorders

Interruption Days:   
 Date of Last Visit:   
 Last Visit: 02/20/2015

**Patient Visits**

OT Visits:   
 OT Hours:   
 PT Visits: 8  
 PT Hours:   
 ST Visits:   
 ST Hours:   
 RT Visits:   
 RT Hours:   
 RN Visits:   
 RN Hours:   
 Other Visits:   
 Other Hours:   
 Total Visits: 8  
 Total Hours:

**Clinician Comments**

Clinician Comments:

Cancel Reopen

**Reopen Episode and Clear Responses**

- When you do this, a secondary screen will open asking you to confirm that you want to reopen the episode. If Yes, select CONTINUE.
- After selecting CONTINUE, you will see a green box at the top of the episode detail window stating that you successfully reopened the episode.

**Reopen Episode and Clear Responses?**

⚠ These responses will be cleared and cannot be recovered. Are you sure?

**Continue** 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.