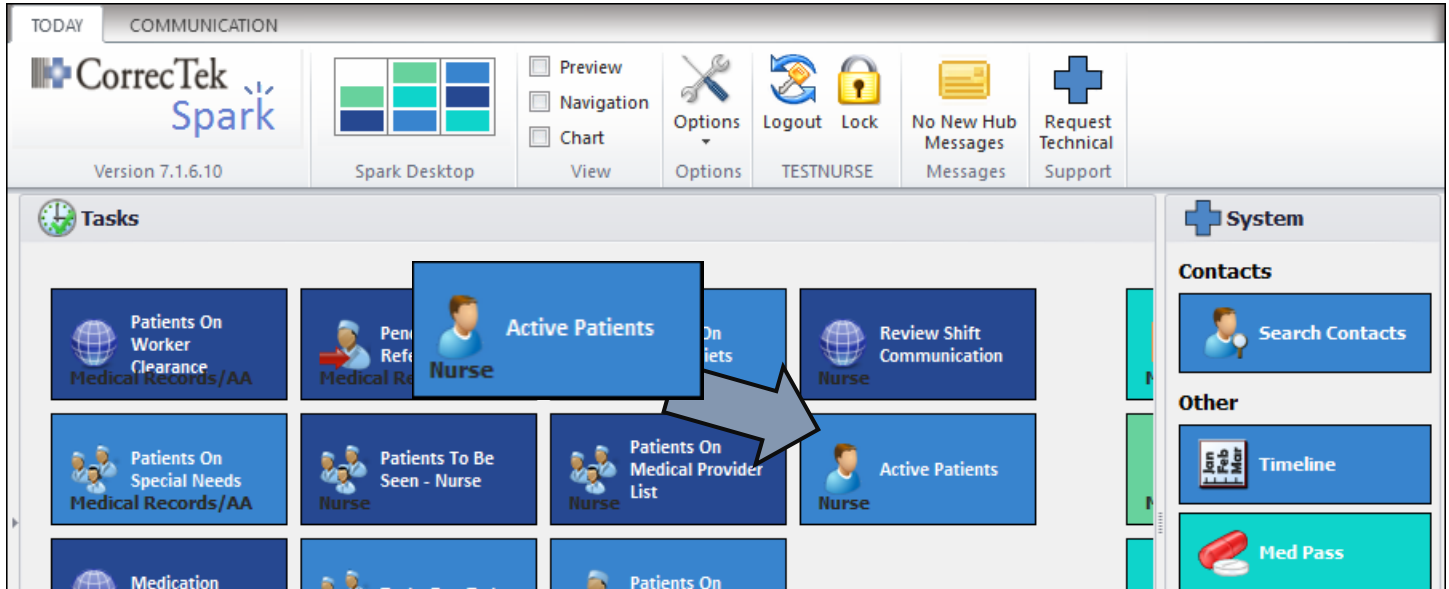
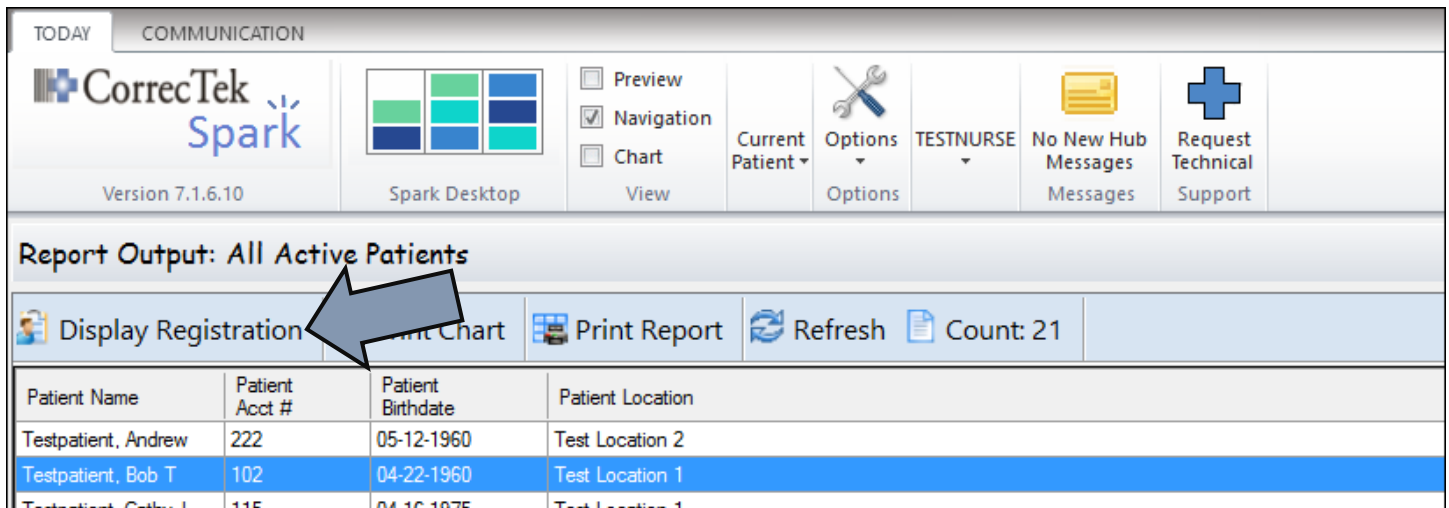


Releasing a Patient

During an interface outage, should a patient need to be released from the system, begin by clicking the **Active Patients** button:



A list of patients displayed alphabetically by last name appears. Click to highlight the patient that needs to be released then click **Display Registration**:



Registration Screen

The selected patient's registration screen opens. Locate the *Location* field and click **Release**:

The screenshot shows the registration interface for patient Bob T #102. The top navigation bar includes 'TODAY' and 'COMMUNICATION' tabs. Below this is a toolbar with icons for 'Preview', 'Navigation', 'Chart', 'Current Patient', 'Options', 'TESTNURSE', 'No New Hub Messages', and 'Request Technical Support'. The main header displays 'REGISTRATION - Testpatient, Bob T #102' and status indicators like 'Sign Off', 'UNLOCKED', 'Info', and 'Cancel'. The form is divided into sections: 'Contact Information' (Last Name: Testpatient, First Name: Bob, Middle: T, Date of Birth: 04/22/1960), 'ID Photo' (No Photo Available), and 'Correctional' (Unique ID #: 102, Location: Test Location 1). A blue arrow points to a 'Release' button in the 'Correctional' section.

The *Confirm Release Patient* dialog box appears. Click **Yes** to confirm the release:

The dialog box titled 'Confirm Release Patient' contains the following text:

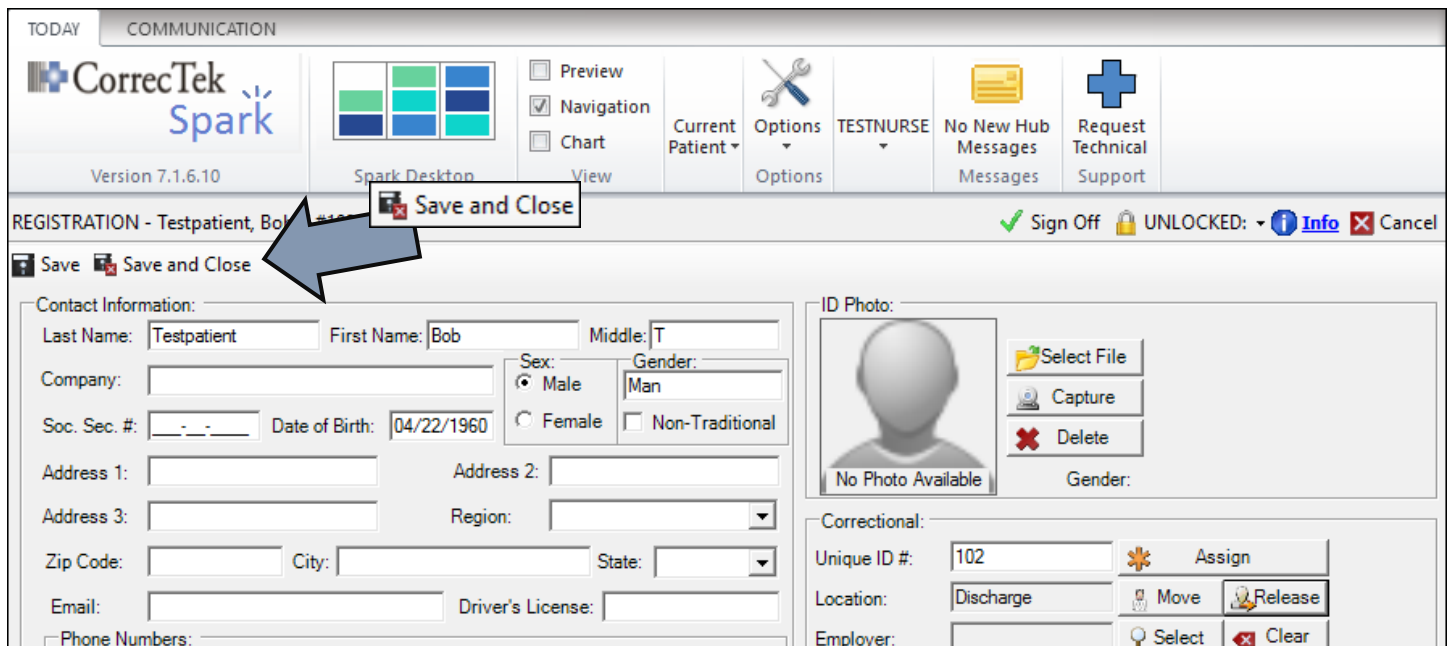
? This will mark the current Patient as INACTIVE.

It will also stop all pending items (medications, orders, referrals, alerts, appointments) if the "Stop pending items when Patient is released " option is enabled.

Are you sure you want to release this Patient?

At the bottom, there are two buttons: 'Yes' and 'No'. A blue arrow points to the 'Yes' button.

The patient location is updated to Discharge. Click **Save and Close** to save the change:



The screenshot shows the patient registration interface. At the top, there is a navigation bar with the CorrecTek Spark logo, version 7.1.6.10, and several utility buttons: 'Preview', 'Navigation', 'Chart', 'Current Patient', 'Options', 'TESTNURSE', 'No New Hub Messages', and 'Request Technical Support'. Below this is a status bar with 'REGISTRATION - Testpatient, Bob', 'Save and Close', 'Sign Off', 'UNLOCKED', 'Info', and 'Cancel'. The main form area contains 'Contact Information' fields (Last Name: Testpatient, First Name: Bob, Middle: T, Sex: Male, Gender: Man, Date of Birth: 04/22/1960), 'Address' fields, and 'Correctional' fields (Unique ID #: 102, Location: Discharge). A blue arrow points to the 'Save and Close' button in the top left of the form area.

The system returns to the *All Active Patients* list. Continue releasing patients following previously outlined procedures. Click **Refresh** to update the list as desired. When finished, click the **Spark Desktop** icon to return to the desktop.