

## FORM N – ENTERING A DEACTIVATE/DISCHARGE NOTE (666)

Release Before: AAA - Client AAA - Test

Service Date: 6/20/2019 12:00 AM to 12:30 AM Duration: 0 hr(s): 30 mi(s)

Location Code: 12 - Home In Clinic

Billing Code: (666)Deactivate / Discharge Note 100

Face to Face  Collateral Note  Released for Review  Reviewed  Released

Note Type: Closing Summary \*\* N/A \*\*\*

Summary of the problems:

Treatment provided (include achievement of goals and any referrals provided):

Reason for closing or discharging patient:

- Goals Achieved
- Lack of Progress
- Deceased
- Moved Out of Area
- Multiple No Show
- Refused Services
- Transferred to other Agency
- Unable to benefit at this time
- Other:

Date Closed:

Goal #	Goal	Support/Intervention	Who Will Provide Support	Support Frequency	Presenting Problem Active	Goal Active	Last Edited Date	Last Edited By
0 of 0								

To enter a '666 Deactivate/Discharge' note – go to 'NEW PROGRESS NOTE' as you would for a weekly note. Select "666 Deactivate/Discharge Note" in the BILLING CODE drop down (RED ARROW). Then, select the 'Closing Summary' template in the NOTE TYPE (YELLOW ARROW) drop down, but **DO NOT SAVE UNTIL YOU ARE FINISHED.**

Enter the information following the template layout.

Once you are finished with your closing summary, SAVE your note. This will prompt the system to automatically remove the now discharged client from your caseload list.

*Note: If you have discharged a client in error or need them reactivated, please call the office for assistance at (855)241-7160.*