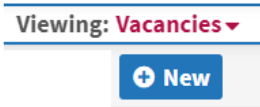


# PathWays Pointers

## “Entering a Vacancy After Death”

When a resident is discharged due to death, the vacancy is entered similar to any other vacancy. Start by discharging the deceased resident, then opening up the bed vacancy.

1. In the Vacancies list, select the “New” button.



2. Enter the Discharge Notice.

- The Discharge date is when the deceased individual leaves the room (could be when the individual is released to the funeral home).
- Enter the deceased date in the comments (day the individual passed away).

✕
Send the Discharge Notice

Discharge Notice

Service provider:		Willow Lodge
Individual:	Last Name: *	<input type="text" value="LastName"/>
	First Name: *	<input type="text" value="FirstName"/>
	Date Of Birth:	<input type="text"/>
	Health Card Number: *	<input type="text" value="1234567890"/>
Discharge:	Discharge date: *	<input type="text"/>
	Destination:	- select one -
	Comment:	Date of Death YYYY-mm-dd
	Reason: *	Deceased (Include date of death in the comments (yyyy-mm-dd))

3. Once you have sent the discharge notice, enter your new bed vacancy.

- The Date Available is when you are ready to accept a new resident into the bed. Remember to Save Vacancy.

✕
Edit New Vacancy

Service provider:		Willow Lodge
Bed Vacancy "Month ### - Level of Care - Room Type - Gender": *		FEB024 - NH2 - Private - ALL
Vacancy status:		Internal
Date available: *		<input type="text"/>

\* Response Time Standards (RTS) start from the **discharge date** that is entered. RTS are based on business hours.