

**GO TO [auth.webpt.com](http://auth.webpt.com) and log in.** In the top right corner, click in the white **Search my Patients** box, and type in your patient name (first or last), then click **Search**.



Your patient should come up automatically. If not, double click on their name on the list.

**First, make sure you are in the correct case for the patient (ST, OT, or PT).**

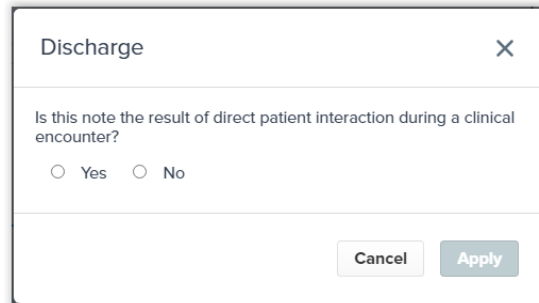
(if you are not, click on **Case** in blue to see a list of cases that you can choose from.)



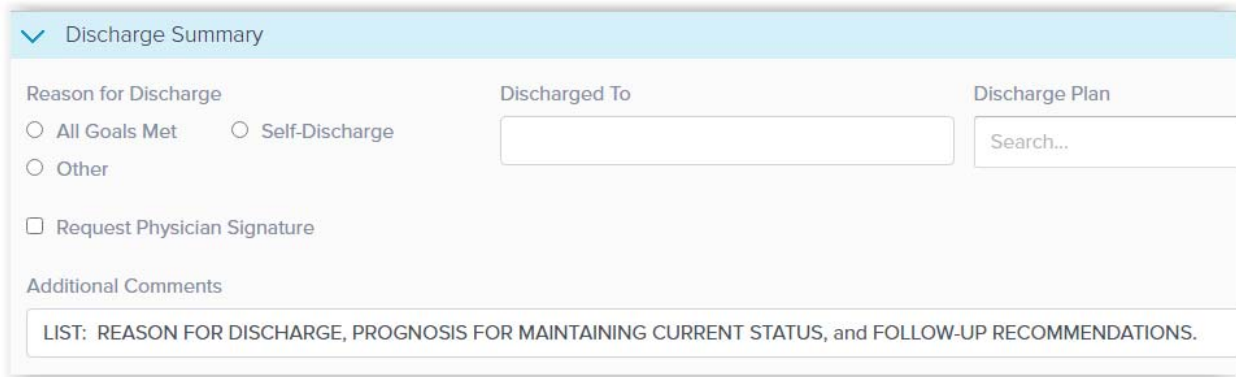
1 – Click the button with 3 dots and select **Discharge**



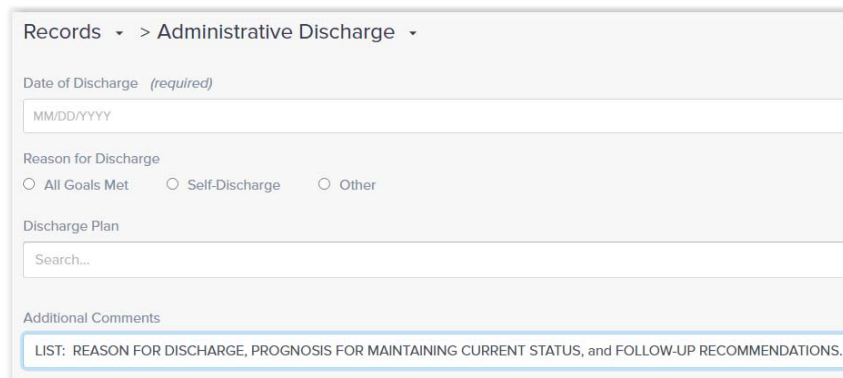
2 – You will see this screen. You have 2 options – Choosing **Yes** is normally the better option, so that you can update any Goal/Progress Data, Assessment statement data, etc.



**A - Option – Yes** : Choosing **Yes** will allow you to document your discharge information on a regular SOAP note (that looks just like your daily notes/recerts). You can choose to not bill in the Charge Summary section if you did not see the patient for treatment on the date of discharge. Make sure to fill out the **Discharge Summary section** with the **Reason for Discharge, Prognosis for maintaining current status, and Follow-up recommendations** IF you did not already include these somewhere else in your note.



**B - Option – No** : Choosing **No** will just give you this one box to input information. If you do not need to update any Goal/Progress Data, Assessment statement data, etc., you can choose this option. Make sure to include in the **Additional Comments** the **Reason for Discharge, Prognosis for maintaining current status, and Follow-up recommendations.**

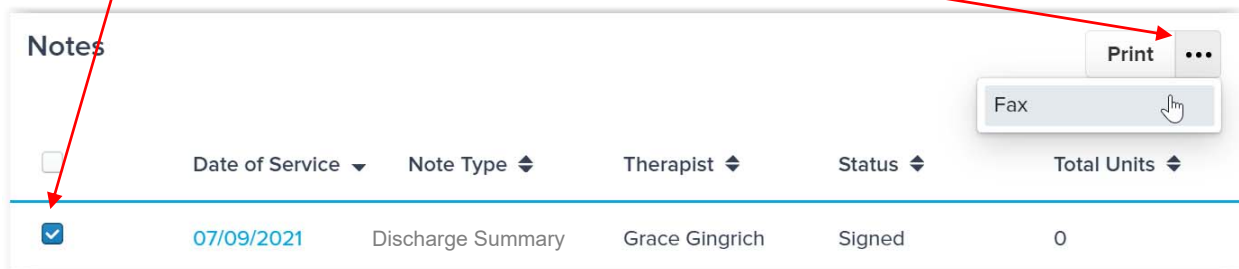


3 – **SIGN** - After double checking that you have completed all of the above steps, click **Sign** in blue in the top right.



4 – **FAX NOTE TO DOCTOR** – after you sign, your note will be showing at the top of the Notes screen.

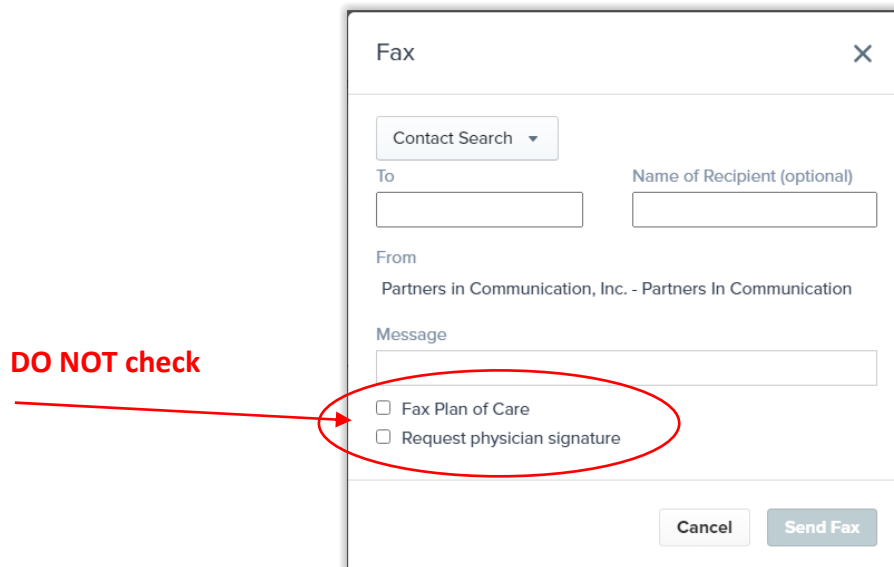
- Click the checkbox next to your note to select it.
- Click the button with 3 dots, and chose Fax.



The Doctor for your patient will automatically pre-populate.

**DO NOT** check “**Fax Plan of Care,**” and **DO NOT** check “**Request Physician signature**” boxes

(We do NOT need the doctors to sign the Discharge notes and send them back. )



Click **Send Fax.**