

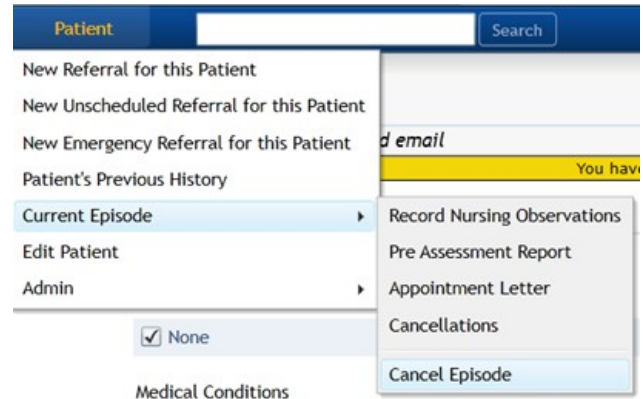
## OVERVIEW

This Guide has been created to support users with instructions of how to cancel an episode in the EMS™ system while in the patient pathway screens.

It may be necessary to cancel an episode once the patient pathway steps have begun if, for example, the patient was scheduled for a particular procedure, but clinical judgement was made not to go ahead.

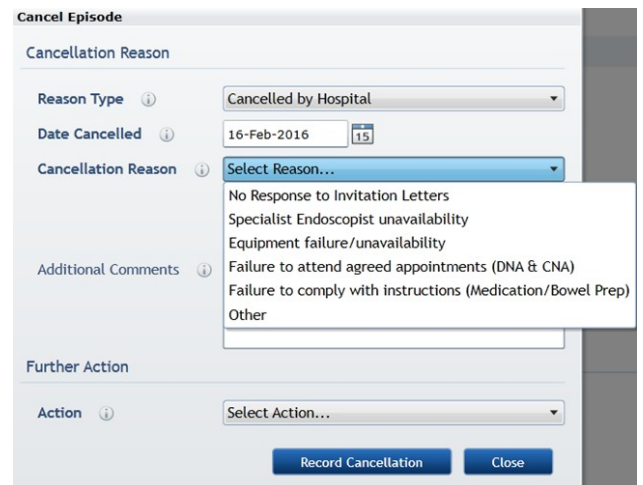
## CANCEL THE EPISODE

1. Choose **Patient** menu
2. Choose **Current Episode** menu
3. Choose **Cancel Episode**



## COMPLETE CANCELLATION REASONS

1. Complete all fields on the Cancel Episode dialog box .
2. The Cancellation reason should reflect why the booking is being cancelled. The option of “other” will allow you the option to create a free text entry.
3. “Further Action” should be completed to identify is the case is to be rescheduled or totally cancelled.
4. Click **[Record Cancellation]** to complete the activity.



If the case is to be rescheduled, then this selection will put the patients episode into the cancellations panel where the episode can be picked up and completed or re-instated