



## Revoking Consents

To revoke a consent

### Process

1. Open Client Consents “status” - to change, right click

	Consent Type	Status	Consent Date	Reason for Consent	Last Review Date	Signed receipt on File	Comments
1		Active (A)					

2. The following drop down occurs and the choices are below

Consent Type	Status	Consent Date	Reason for Consent	Last Review Date	Signed receipt on File	Comments
1	Active (A)					

Status search results:

Code	Description
A	Active
I	Inactive

Select Cancel

KEY: A = Active

I = Inactive.

Once inactivated, it will remain for episode. If additional changes are made go to client consents and re-add the needed consent with proper information and new patient consent as needed.



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