

Leave of Absence

For patients leaving your facility temporarily

Current State

- Patients are put on Procedure Pass when transported to another facility for a procedure. In Fremont, we typically receive patients from other facilities for MRI studies. GSAA HBS providers may need to place orders for pain or anxiolytic medications for these patients.
- Procedure Pass is only for procedures not requiring ADT admission at receiving facility (ie, MRI/CT, or any procedures not requiring sedations). Patient remains admitted at the sending facility.

LOA - Future State (February 13, 2019)

Leave of Absence (LOA) will allow two simultaneous ADT admissions

- What happens with LOA?
 - Nurses or unit assistants will use ED or Unit Manager to place and return patients on leave.
 - MAR will automatically be put on hold while the patient is gone
 - Medication reconciliation can be required upon return BUT only if ordered by a physician prior to transfer
 - The facility can decide whether or not to hold the bed
 - The fact that the patient is on leave is much more obvious to all caregivers
- When will LOA be used?
 - Leaving KPPACC to receive emergency care in the ED
 - Our KPPACC SNF is going live on HC and will use inpatient functionality
 - Leaving Santa Clara Behavioral Health Hospital to get an ECT in the SCH Medical Hospital
 - Leaving the ED to get an IR procedure requiring sedation at another facility
 - Replaces Procedure Pass!!
 - Etc.....

Workflow for sending facility

- If a patient needs a procedure done at another facility, physician can place an LOA prior to transport
- LOA order can be found within Interfacility Transport Orderset
 - LOA can also be ordered a la carte
 - Typically, choose option 'Other Facility No Med Rec' for the Reason field, unless Med Rec is necessary
 - 'Pass' option is for patients leaving facility for non medical reason (ex, court appearance)

▼ ! Transfer to a separately licensed facility OR Transport to a shared-license facility

- ☐ Discharge to a separately licensed facility
- ☐ Transport to a Shared License Facility-Not Returning
- ☐ Transport to a Shared License Facility-Returning
- ☐ Transport to another facility on a Leave of Absence - Returning
Place patient on a Leave of Absence in ADT. Do not discharge patient.



LEAVE OF ABSENCE

Reason: [Other Facility No Med Rec] [Other Facility Med Rec]

Comments: [Place Patient on a Leave of Absence in ADT. Do not discharge patient.]

Category Select

Search: []

Title

- Disaster
- Other Facility Med Rec
- Other Facility No Med Rec
- Pass

4 categories loaded.

Accept Cancel

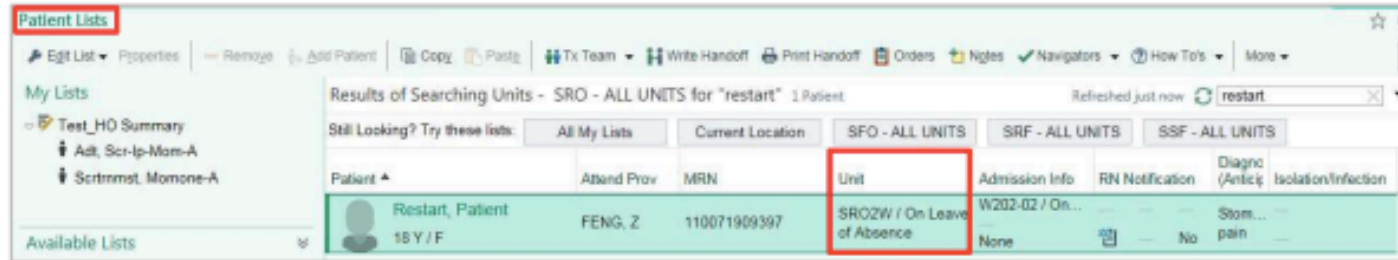
Workflow for receiving facility

- An admission/encounter will be created for the receiving facility. Open chart by going to Hospital Chart, enter MRN, choose FRE or SLN admission/encounter with the correct date.
- Orders for medications or nursing care can be placed in the Orders section as usual.
- This workflow is useful for ordering pain or anxiolytic medications for patients getting MRI done in Fremont.

Multiple Indicators of LOA

Clinicians can confirm a patient is on Leave of Absence in the following locations:

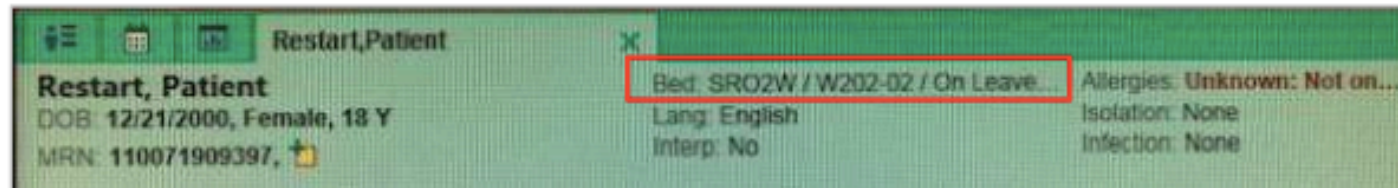
- Unit column at **Patient Lists**



The screenshot shows the 'Patient Lists' interface. A table titled 'Results of Searching Units - SRO - ALL UNITS for "restart" 1 Patient' is displayed. The 'Unit' column is highlighted with a red box. The table contains one row for 'Restart, Patient'.

Patient	Attend Prov	MRN	Unit	Admission Info	RN Notification	Diagno (Antic)	Isolation/Infection
Restart, Patient 18 Y / F	FENG, Z	110071909397	SRO2W / On Leave of Absence	W202-02 / On...	None	Stom...	pain

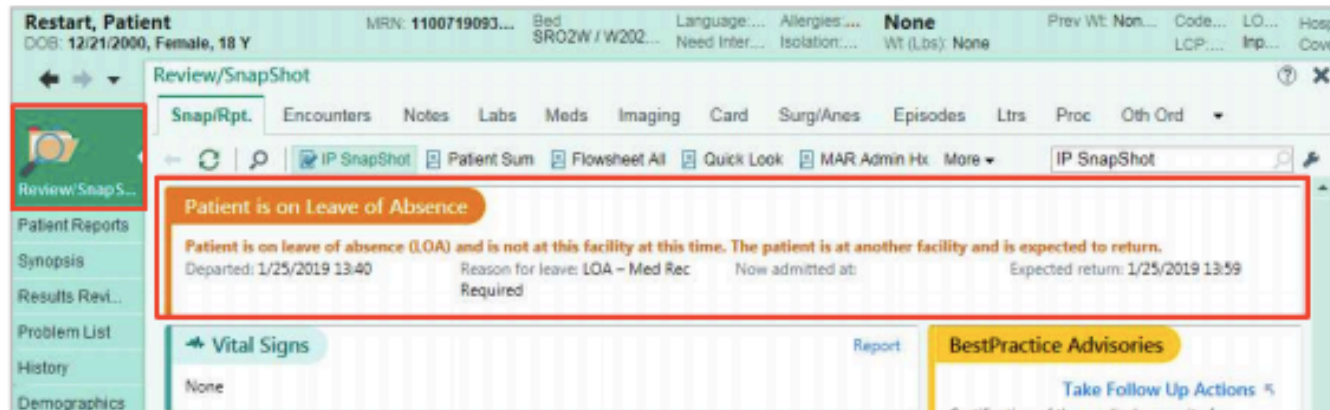
- Bed location in the **patient header**



The screenshot shows the patient header for 'Restart, Patient'. The bed location is highlighted with a red box: 'Bed: SRO2W / W202-02 / On Leave...'. Other patient information is also visible.

Patient Information	Bed Location	Allergies	Unknown	Not on...
Restart, Patient DOB: 12/21/2000, Female, 18 Y MRN: 110071909397	Bed: SRO2W / W202-02 / On Leave...	Allergies: Unknown: Not on...	Isolation: None	Infection: None

- Review SnapShot Report

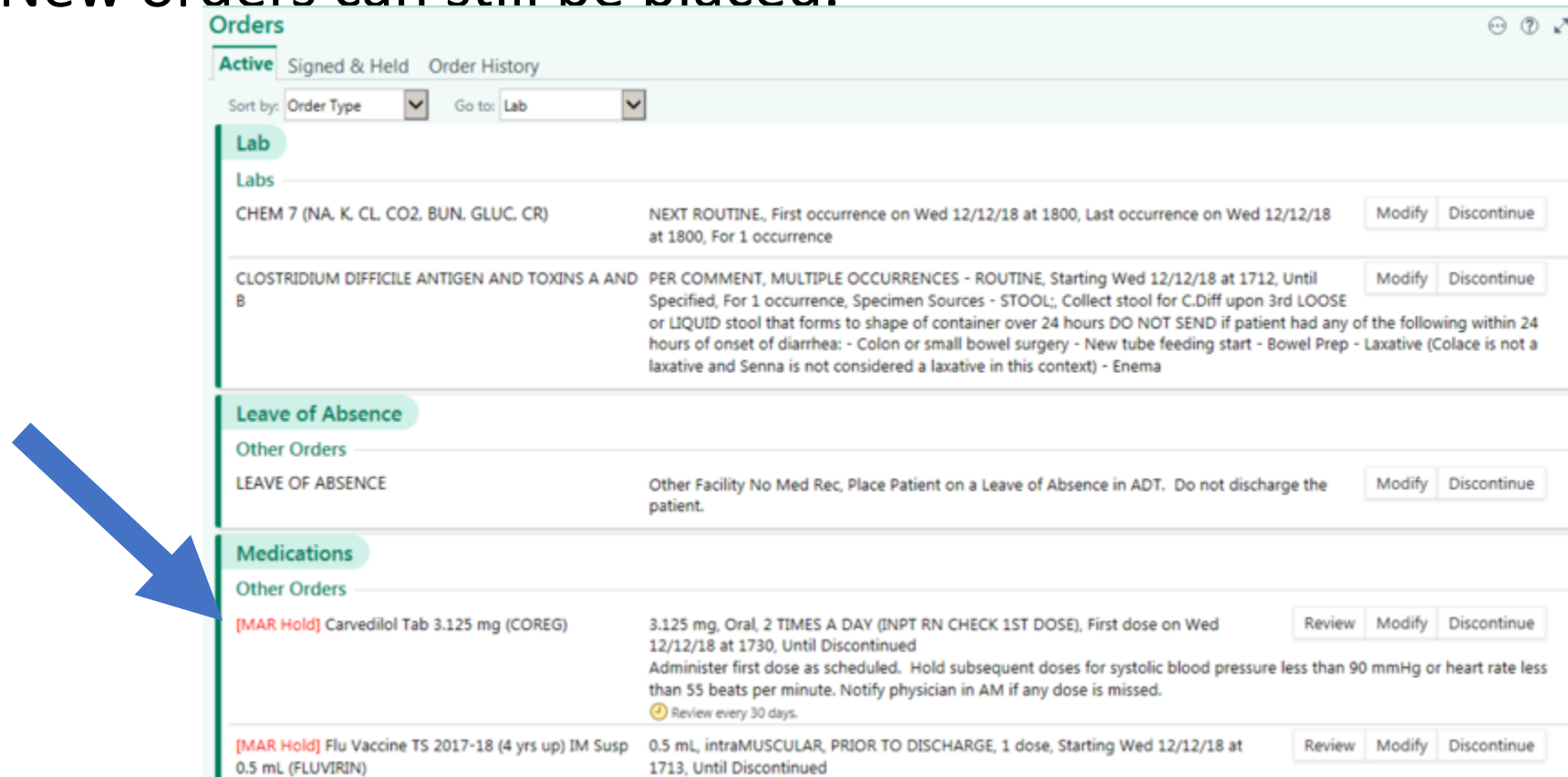


The screenshot shows the 'Review/SnapShot' interface. A message box is highlighted with a red box, indicating the patient is on leave of absence. The message states: 'Patient is on leave of absence (LOA) and is not at this facility at this time. The patient is at another facility and is expected to return.' Below the message, details about the departure and expected return are provided.

Message	Departed	Reason for leave	Now admitted at	Expected return
Patient is on leave of absence (LOA) and is not at this facility at this time. The patient is at another facility and is expected to return.	1/25/2019 13:40	LOA - Med Rec Required		1/25/2019 13:59

Medications on hold

- Medications will go on hold while a patient is on leave.
- Other orders will remain active.
- New orders can still be placed.



The screenshot displays the 'Orders' section of a medical system, categorized into 'Lab', 'Leave of Absence', and 'Medications'. The 'Medications' section is highlighted with a blue arrow, showing two orders marked as '[MAR Hold]'.

Order Type	Order Details	Actions
Lab	CHEM 7 (NA, K, CL, CO2, BUN, GLUC, CR) NEXT ROUTINE, First occurrence on Wed 12/12/18 at 1800, Last occurrence on Wed 12/12/18 at 1800, For 1 occurrence	Modify Discontinue
Lab	CLOSTRIDIUM DIFFICILE ANTIGEN AND TOXINS A AND B PER COMMENT, MULTIPLE OCCURRENCES - ROUTINE, Starting Wed 12/12/18 at 1712, Until Specified, For 1 occurrence, Specimen Sources - STOOL; Collect stool for C.Diff upon 3rd LOOSE or LIQUID stool that forms to shape of container over 24 hours DO NOT SEND if patient had any of the following within 24 hours of onset of diarrhea: - Colon or small bowel surgery - New tube feeding start - Bowel Prep - Laxative (Colace is not a laxative and Senna is not considered a laxative in this context) - Enema	Modify Discontinue
Leave of Absence	LEAVE OF ABSENCE Other Facility No Med Rec, Place Patient on a Leave of Absence in ADT. Do not discharge the patient.	Modify Discontinue
Medications	[MAR Hold] Carvedilol Tab 3.125 mg (COREG) 3.125 mg, Oral, 2 TIMES A DAY (INPT RN CHECK 1ST DOSE), First dose on Wed 12/12/18 at 1730, Until Discontinued Administer first dose as scheduled. Hold subsequent doses for systolic blood pressure less than 90 mmHg or heart rate less than 55 beats per minute. Notify physician in AM if any dose is missed. 🕒 Review every 30 days.	Review Modify Discontinue
Medications	[MAR Hold] Flu Vaccine TS 2017-18 (4 yrs up) IM Susp 0.5 mL (FLUVIRIN) 0.5 mL, intraMUSCULAR, PRIOR TO DISCHARGE, 1 dose, Starting Wed 12/12/18 at 1713, Until Discontinued	Review Modify Discontinue

Resources

- Check out the [Leave of Absence What's New How To](#) for training materials and other information.