

Leaves

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Overview

The procedure for recording a **Leave of Absence** for any reason. Leaves must be recorded at the time the leave takes place or after. Future times are not allowed. A client must also have a **Return From Leave** filed once they return to allow proper billing and recording of care. All Leaves are considered to be non-billable and consist of 2 steps using 2 forms. Leave (removes client from Census and stops billing) and Return From Leave (returns client to facility and census to resume billing and care).

Applicable Staff

Supervisors/Directors will complete all leaves.

Usage

Leaves

A **Leave of Absence** will always be **non-billable**. All leaves are client based and can be accessed from the Home View, from with a client's chart, or by following the menu path Avatar PM/Client Management/IP/Residential Management/Leaves.

Enter the **Leave Date** and **Time** (current or past only, no future dates/times permitted). The **Type of Leave** field is required and restricted to Non-Billable. Select a reason from the required "**Reason For**

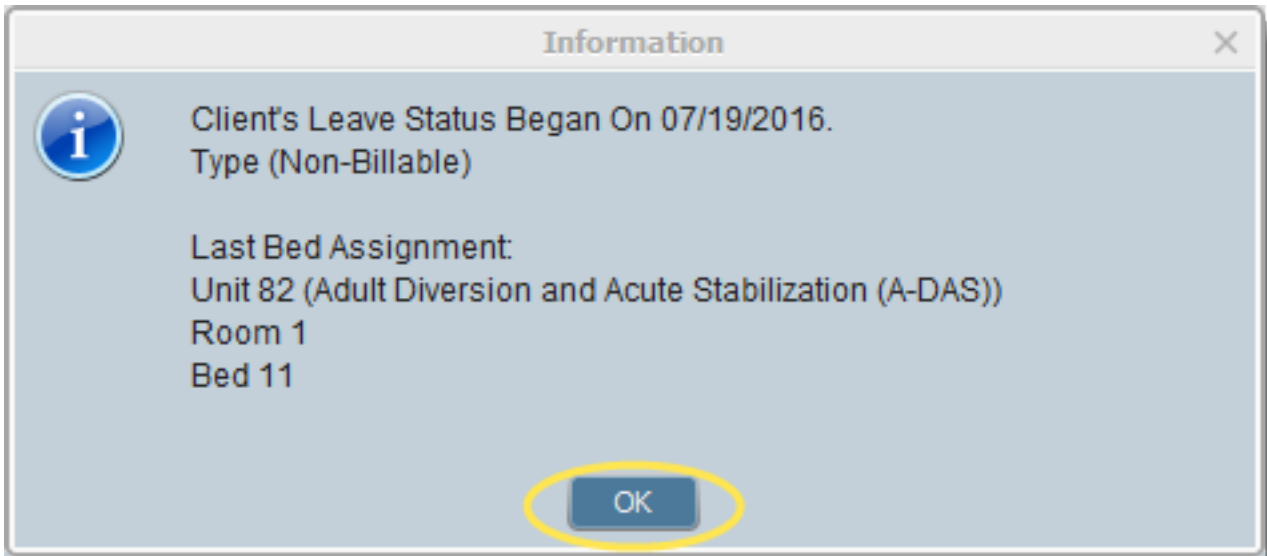
Leave" drop-down (medical or therapeutic). The Unit From information will default to the current program. All other information is optional. Click the blue **Submit** button to add the leave to the record. The client will not be in the census for billing until a Return From Leave is completed.

The screenshot shows a web-based form for entering leave information. The form is organized into several sections:

- Left Sidebar:** Contains a 'Leave Input' header, a 'Submit' button, and a section for 'Online Documentation' with several icons.
- Main Form Area:**
 - Leave Date:** A date picker set to 03/15/2016.
 - Leave Time:** A time picker set to 04:28 AM, with a 'Current' button and AM/PM options.
 - Type Of Leave From:** A dropdown menu set to 'Billable'.
 - Unit From:** A dropdown menu set to 'CLA0331 - 5452 WOLFE DR'.
 - Reason For Leave:** A dropdown menu set to 'Therapeutic Leave'.
 - Leave Responsible Person:** A text input field containing 'Jim Doe'.
 - Leave Location:** A text input field containing 'Hospital'.
 - Leave Comments:** A large text area for additional notes.
 - Leave Location Address:** A text input field containing 'Hospital Drive'.
 - Mode Of Transportation:** A text input field containing 'Van'.
 - Date Guardian Notified:** A date picker set to 03/15/2016.
 - Notified By Whom?:** A text input field containing 'June Doe'.
 - Type Of Outside Service:** A text input field containing 'Therapy'.

Return From Leaves

A **Return from Leave** form must be completed, even if only to Discharge the individual with no further care. Open the **Return from Leaves** form and acknowledge the pop-up information window. This pop-up shows leave information and Last Bed Assignment.



Once acknowledged, the **Return from Leaves** form opens. Complete the red required fields, including **Return Time** and **Date** and **Reason For Closure of Leave**. The **Reason for Closure of Leave** field allows Return From Leave to Discharge from Program, among other reasons.

The client's previous residence and program/billing info is already populated, but can be changed if necessary. Complete the form appropriately and click the blue **Submit** button. The client will appear in the census for billing.

A screenshot of a software interface for "Return From Leaves". The title bar shows "Chart" and "Return From Leaves". On the left is a sidebar with a "Return From Leaves" section containing a "Submit" button and three icons (a star, a document, and a star). Below this is an "Online Documentation" section. The main form area has several fields: "Return Date" (07/19/2016), "Return Time" (02:30 PM), "Type Of Leave From" (Non-Billable), "Unit From" (Adult Diversion and Acute Stabilization (A-DAS)), "Reason For Closure Of Leave" (Return from Leave to Discharge from Program), "Return Condition", and "Return Condition Description". On the right side, there are dropdown menus for "Unit" (Adult Diversion and Acute Stabilization (A-DAS)), "Room" (1), "Bed" (11), and "Licensed/Unlicensed" (Licensed). Below these are text input fields for "Room And Board Billing Code" (containing "(796) RES. PRESENT") and "Daily Charge Code".

Please note that every leave of absence consists of 2 steps comprised of these 2 forms. the Leave removes the client from the census for billing, and the Return places them back in the care of the Mercy ID Program and back on the census for billing.

Tips & FAQ

Any useful tips, and questions provided by users after roll out.

Technical Information

Menu Location - Leave (Avatar PM/Client Management/IP/Residential Management/Leaves)

Return From Leave (Avatar PM/Client Management/IP/Residential Management/Return From Leaves)

SQL Table(s) - Leaves = SYSTEM.leaves_history_outon

Return From Leave = SYSTEM.episode_history

SYSTEM.leaves_history_return_from

RAD Envelope (if applicable)

Related Forms and Reports (data from one form feeds another report/form) - Census

Posted by: [John Cookson](#) - Mon, Feb 15, 2016 at 6:28 PM. This article has been viewed 19226 times.

Online URL: <https://www.mercykb.com/article.php?id=30>