

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.

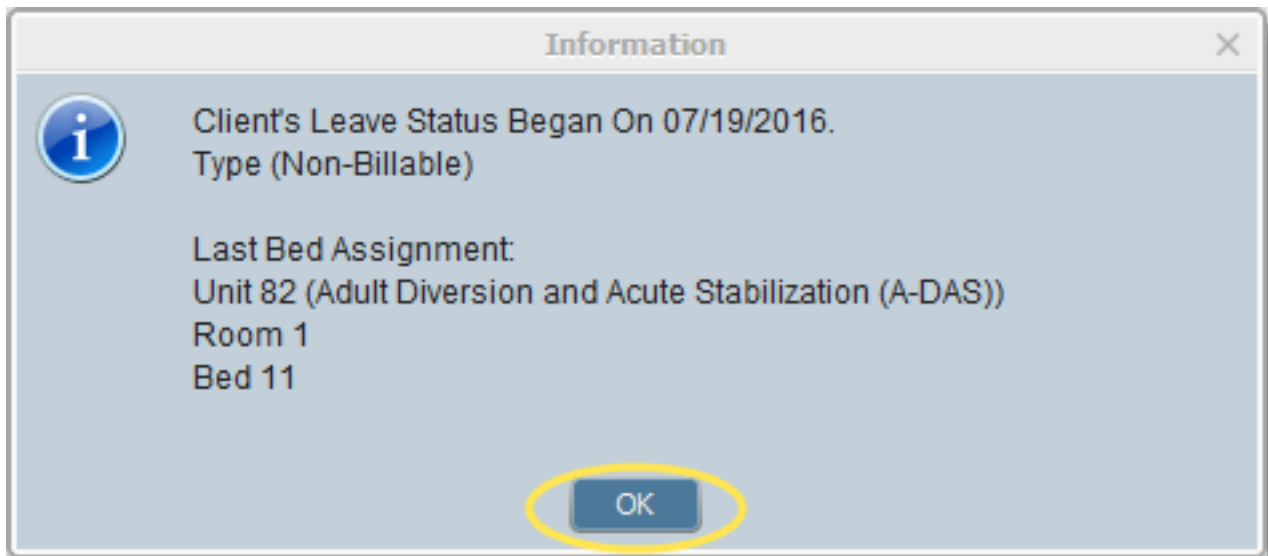
Enter the **Leave Date** and **Time** (current or past only, no future dates/times permitted). The **Type of Leave** field is required and restricted to Non-Billable. Select a reason from the required "**Reason For**

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 titled "Leave Input" within a software interface. The interface has a top navigation bar with "Chart" and "Leaves" tabs. The "Leaves" tab is active. On the left side, there is a sidebar with a "Submit" button and a section labeled "Online Documentation" containing several icons. The main form area is divided into two columns. The left column contains fields for "Leave Date" (03/15/2016), "Leave Time" (04:28 AM), "Type Of Leave From" (Billable), "Unit From" (CLA0331 - 5452 WOLFE DR), "Reason For Leave" (Therapeutic Leave), "Leave Responsible Person" (Jim Doe), "Leave Location" (Hospital), and "Leave Comments". The right column contains fields for "Leave Location Address" (Hospital Drive), "Mode Of Transportation" (Van), "Date Guardian Notified" (03/15/2016), "Notified By Whom?" (June Doe), and "Type Of Outside Service" (Therapy). A blue "Submit" button is located at the bottom right of the form.

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 the "Return From Leaves" form in a software application. The form has a dark blue header bar with "Return From Leaves" and a "Chart" icon. On the left, there is a sidebar with a "Return From Leaves" tab, a "Submit" button, and several icons. The main area contains 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, there are dropdown menus for "Unit" (Adult Diversion and Acute Stabilization (A-DAS)), "Room" (1), "Bed" (11), and "Licensed/Unlicensed" (Licensed). There is also a text field for "Room And Board Billing Code" containing "(796) RES. PRESENT" and a "Daily Charge Code" field.

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 18818 times.

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