

## Leave of Absence

When a patient goes to ED for an emergency, utilize Leave of Absence (LOA) in myAvatar to place the stay on hold. When patient returns, utilize the Return from Leaves form. Also, remember to document the urine drug screen in Point of Care Testing.

## Process

1. Access Leave and complete date, time, type of leave and reason for leave.
2. Submit.

3. Open Bed Reservation Form. Select “High Priority,” select wing and room to be reserved while patient is on leave. This ensures the bed can not be given away.

4. When patient returns, complete Return from Leave and cancel bed reservation.
5. Nursing Liaison is responsible for keeping track of the leaves and assuring the census is accurate through utilizing leaves when patients are out of the building. It is important to have the leaves updated in a timely manner.