

LEAVES AND RETURNS FOR MH RESIDENTIAL PROGRAMS

LEAVES

Leave Codes:

Authorized – Not Billable: If the client's whereabouts are known

Unauthorized – Not Billable: If the client's whereabouts are unknown

MH Residential Programs will not use Billable, Therapeutic or Retainer leave types.

RETURN FROM LEAVES

Select client. Confirmation of leave will appear on screen:

1. Enter return date and time, and reason for Return For Closure Of Leave, such as **Return From Leave**.
2. The Room And Board Billing Code should be **RENT**.

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CONSUMER LEAVE / RETURN REPORT

View client leave and return dates for selected programs.

Select program(s) and date range and choose to view All (regardless of type or status).

The results include **Consumer, Leave and Return Dates, # of Leave Days, Leave Type, Leave Reason, Discharge**.

In Patient Programs Consumer Leave Report

05/01/2014 To 09/30/2014
(Leave Status : All)

| Consumer | Leave Date | Return Date | LDays | Leave Type | Leave Reason | Discharge |
|--------------------------------|------------|-------------|-------|-----------------------------|-------------------------|--------------|
| Consumer/Program/ID | 07/01/2014 | 07/22/2014 | 21 | Authorized - Not Billable | Medical / Inpatient | |
| Consumer/Program/ID | 04/28/2014 | 06/16/2014 | 49 | Authorized - Not Billable | Vacation | |
| Consumer/Program/ID | 08/16/2014 | 09/10/2014 | 25 | Unauthorized - Not Billable | Elopement/AWOL | **09/12/2014 |
| Consumer/Program/ID | 09/10/2014 | 09/12/2014 | 2 | Authorized - Not Billable | Psychiatric / Inpatient | **09/12/2014 |