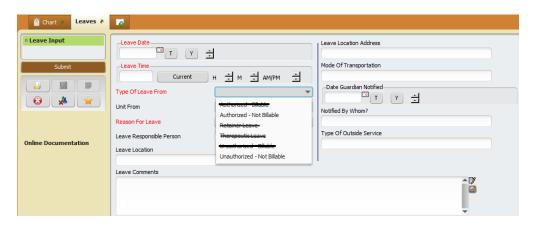
### LEAVES AND RETURNS FOR MH RESIDENTIAL PROGRAMS

## **LEAVES**



#### **Leave Codes:**

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

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

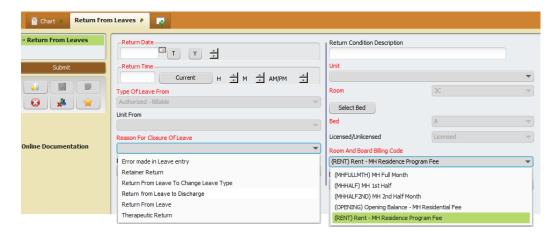
MH Residential Programs will not use Billable, Therapeutic or Retainer leave types.

# 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**.



### LEAVES AND RETURNS FOR MH RESIDENTIAL PROGRAMS

# 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	R etu m D ate	<u>LD ays</u>	Leave Type	Leave Reason	Discharge
	07/01/2014	07/22/2014	21	Authorized - Not Billable	Medical / Inpatient	
(1000)	04/28/2014	06/16/2014	49	Authorized - Not Billable	Vacation	
	08/16/2014 09/10/2014	09/10/2014 09/12/2014	25 2	Unauthorized - Not Billable Authorized - Not Billable	Elopement/AWOL Psychiatric / Inpatient	**09/12/201