

## From the Office of Clinical Informatics Cerner Millennium Leave of Absence – Unit Clerk/RN May 14, 2024

During a patient hospital stay, a service from another facility or absence from the inpatient unit may be required. Once the provider has placed the Leave of Absence and Change Level of Care orders, the Unit Clerk/RN needs to update the PM Office conversation as well.

## Placing the Leave of Absence (LOA) Conversation

- **<u>STEP 1</u>**: Navigate to **PM Office** and select the **Leave of Absence** conversation.
- **<u>STEP 2</u>**: Search **Patient Name**, **MRN**, or **FIN**.





- **<u>STEP 3</u>**: Document the required fields and any other information that is pertinent.
- **<u>STEP 4</u>**: Click **Complete** to save.

Leave of Absence					- 0
Leave of Absence					
Last Name:	First Name:	Middle Name:	Admin Sex	Date of Birth:	
TESTING	ANDY		Male	01/01/1980	
Social Security Number:	Medical Record Number:	Financial Number:			
XXX-XX-	2512662	399965953			
Patient Information					
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Leave Information					
*Leave Date:	* Leave Time:	* Leave Location:	* Leave Type:	Leave Personnel ID:	
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Est Return Information					
Estimated Return Date:	Estimated Return Time:	Room/Bed Hold Removal Date			
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Leave Comment:					
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Return Information					
Return Date:	Return Time:	Return Personnel ID:			
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Return Comment:					
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## Patient Returns from LOA

- **<u>STEP 1</u>**: Navigate to **PM Office** and select the **Leave of Absence** conversation.
- **<u>STEP 2</u>**: Search **Patient Name**, **MRN**, or **FIN**.
- **<u>STEP 3</u>**: Document the required fields and any other information that is pertinent in the **Return Information** section.
- **<u>STEP 4</u>**: Click **Complete** to save.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.