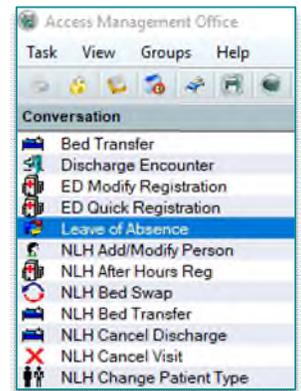


During a patient hospital stay, a service from another facility or absence from the inpatient unit may be required. Once the provider has placed the Leave of Absence and Change Level of Care orders, the Unit Clerk/RN needs to update the PM Office conversation as well.

Placing the Leave of Absence (LOA) Conversation

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



Patient Returns from LOA

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

