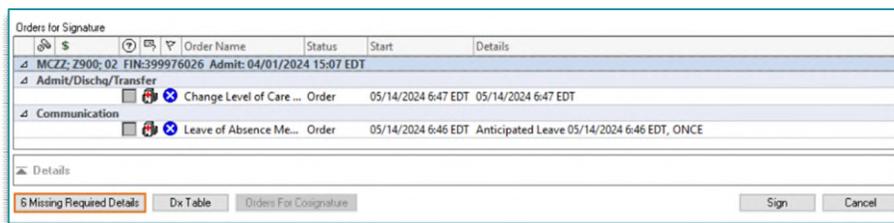
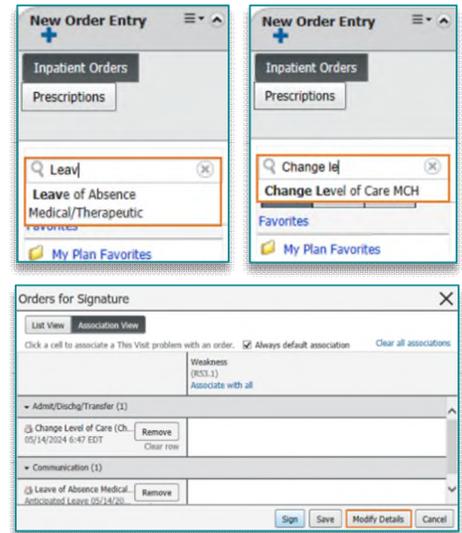


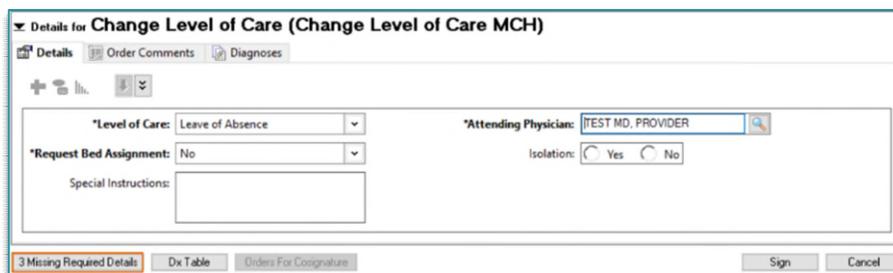
During a patient hospital stay, a service from another facility or absence from the inpatient unit may be required. Two orders will need to be entered by providers to indicate the Leave of Absence.

Placing the Leave of Absence (LOA) Conversation

- STEP 1:** Navigate to the Inpatient Quick Orders MPage.
- STEP 2:** In the New Order Entry search bar, start typing Leave of Absence.
- Select Leave of Absence Medical/Therapeutic.
- STEP 3:** In the New Order Entry search bar, start typing Change Level of Care.
- Select Change Level of Care MCH.
- STEP 4:** Select Orders for Signature icon. 
- STEP 5:** Within the Order for Signature window, select Modify Details.
- STEP 6:** Select the Missing Required Details tab.



- STEP 7:** Select Leave of Absence in the Level of Care dropdown.
- Complete remaining required fields.



STEP 8: Select the **Missing Required Details** tab to complete the **Leave of Absence** order.

STEP 9: Complete all required fields, then **Sign**.

Patient Returns from LOA

STEP 1: Navigate to the **Provider View** and select the **Inpatient Quick Orders** tab.

STEP 2: In the **New Order Entry** search bar, start typing **Change Level of Care**.

- Select **Change Level of Care MCH**.

STEP 3: Select **Orders for Signature** icon.



STEP 4: Within the **Order for Signature** window, select **Modify Details**.

STEP 5: Complete required details, then **Sign**.

