

From the Office of Clinical Informatics Cerner Millennium Leave of Absence – Provider May 14, 2024

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

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

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<u>STEP 6</u>: Select the **Missing Required Details** tab.

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

Details III Order Comm	ents Diagnoses		
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*Level of Care:	Leave of Absence	*	*Attending Physician: TEST MD, PROVIDER
Request Bed Assignment:	No	~	Isolation: Ves No
Special Instructions:			

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<u>STEP 8</u>: Select the **Missing Required Details** tab to compete the **Leave of Absence** order.

<u>STEP 9</u>: Complete all required fields, then **Sign**.

Patient Returns from LOA

- **<u>STEP 1</u>**: Navigate to the **Provider View** and select the **Inpatient Quick Orders** tab.
- <u>STEP 2</u>: 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.
- <u>STEP 4</u>: Within the Order for Signature window, select Modify Details.
- **<u>STEP5</u>**: Complete required details, then **Sign**.

Details	I Order Comments	Diagnoses			
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*Antici	pated Leave Date/Time	05/14/2024	0646 🛉 El	DT	
	*Reason for Leave/Pass		~		
-7	Inticipated Return Date:	••/••/•••	-		
*Ambulance	Required For Transport:	C Yes C No			
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🔀 Details 🔢 Order	Comments	Diagnoses				
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*Level of C	ire:		~	*Attending Physician: ICU/Critical Care		9
*Request Bed Assignme	ent:		~	Matemity	Yes () No	
Special Instruction	ens:			Med-Surg w Iso Med-Surg w Iso Nursery Level 1 Nursery Level 2 Nursery Level 3 Telemetry		

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.