Leave of Absence (LOA)

Place a Resident on Leave of Absence

When a resident leaves the facility, they need to be placed on a leave of absence.

- Click Unit Manager
  - Verify you are selected on the correct Unit Manager that the resident resides in. If you are not, you can click Switch Manager, and click the appropriate Unit. If you do not see other units, you will need to click Epic > Change Context to change your log in department to the appropriate unit.
- Find the resident you need to place on leave
- Click and drag the resident to the Leave of Absence care area on the Unit Manager
- Enter in the date, time and reason for the leave
- Click Begin Leave
- The resident will now appear in the Leave of Absence care area of the Unit Manager

Return a Resident from Leave of Absence

When a resident returns to the facility after being on leave of absence, you need to return them in Epic.

- Click Unit Manager
- Right click on the resident’s name in the Leave of Absence care area
- Click Return from Leave of Absence
- Enter in the date and time the resident returned from the leave
- Click Return