


Name of Policy: ABSENT WITHOUT LEAVE/UNAUTHORIZED DEPARTURE OF A PATIENT (AWOL)	 Effective Date: 4/1/2023 Initial Effective Date: 6/1/14
Policy Number: 3364-120-74	
Department: Nursing Service	
Approving Officer: Chief Nursing Officer (CNO) / Service Chief	
Responsible Agent: Chief Nursing Officer (CNO) / Service Chief	
Scope: The University of Toledo Medical Center	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </div> <div> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </div> </div>	

(A) Policy Statement

In the event any patient leaves the premises without authorization, the following procedure will be initiated to alert appropriate personnel and significant others.

(B) Purpose of Policy

The following procedure is written to guide the Psychiatric staff members in the event a patient departs the premises without an authorized leave.

(C) Procedure

1. Check the entire unit.
2. Notify Security with accurate description of the patient.
3. Further evaluate possible whereabouts of the patient by checking with his/her peers.
4. If patient cannot be located, notify:
 - a) Attending physician
 - b) Nurse Manager and Program Director.
 - c) Family or guardian as appropriate
 - d) Outpatient therapist (check to see if patient may be with him/her)
 - e) Probation officer and/or case worker (if applicable)
 - a. Even if patient returns, probation officer, and/or case worker MUST be notified on next working day.
5. Check the patient's room to evaluate the possibility of return. Check for clothing and personal belongings in closet and drawers.
6. Complete Occurrence Report and ODMH MUI report

(D) DOCUMENTATION

1. In Progress Notes:

- a. Behavior prior to departure
- b. Time of approximate departure
- c. Notification of above persons

2. Upon return of patient or discharge of patient, chart in Nursing Notes:

- a. Time of return
- b. Notification of above persons
- c. Specific behavior displayed by patient
- d. Implement Code Brown Procedure (SM-08-004)
- e. Resolution of incident

Approved by:		Review/Revision Date:
		6/2017
		6/2020
		4/2023
_____ Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer	_____ Date	
_____ Tanvir Singh, MD Service Chief	_____ Date	
<i>Written by: Carol A. Schaaf, RN, MPA</i> <i>Review: Lindsay Watson LSW MSW</i> <i>Revision Completed By: Lindsay Watson LSW MSW PD</i>		
		Next Review Date: 4/2026
Policies Superseded by This Policy: New		