


Name of Policy: <u>Leave of Absence for Patients</u> Policy Number: 3364-100-01-02 Department: Hospital Administration Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Chief Medical Officer Chief Nursing Officer Scope: The University of Toledo Medical Center	 Effective Date: 8/1/2020 Initial Effective Date: July 1, 1977		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> _____ New policy proposal _____ Major revision of existing policy </td> <td style="width: 50%; border: none;"> _____ Minor/technical revision of existing policy <u> X </u> Reaffirmation of existing policy </td> </tr> </table>		_____ New policy proposal _____ Major revision of existing policy	_____ Minor/technical revision of existing policy <u> X </u> Reaffirmation of existing policy
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(A) Policy Statement

Short leaves of absence from the University of Toledo Medical Center (“UTMC”) shall be granted for patients only for exceptional circumstances, unless such leaves of absence are an expected part of treatment (as in psychiatric or rehabilitative programs).

(B) Purpose of Policy

To provide an avenue of communication and establish a uniform procedure between the patient, physician, and Nursing Administration concerning a leave of absence.

(C) Procedure

1. A statement or leave of absence form, LG004 (appendix A) must be signed by the patient and placed in the patient’s medical record. The statement or leave of absence will indicate that:
 - a. The patient has requested the leave of absence
 - b. Has been informed of and understands the risks associated with leaving the hospital
 - c. Understands that neither UTMC nor the medical staff taking care of him/her are responsible for his/her care while away from the hospital.
2. The leave of absence must be approved in writing by:
 - a. the attending physician
 - b. the patient's parent or legal guardian, if the patient is a minor or if legally required.
3. For group activities (Kobacker, Rehab Unit) routine scheduled therapeutic Leaves of Absence may be handled by a general consent, release and indemnity form signed at the start of the hospital stay. Modifications to these routine Leaves of Absence and non-routine, unique Leaves of Absence should be handled by the administrative coordinator.
4. All patients on a leave of absence must return by 11:00 p.m. Patients who have not returned by midnight are automatically discharged against medical advice.
5. Kobacker and Rehab Unit patients may be granted overnight passes and as such, are not subjected to automatic discharge as outlined above.

Approved by: _____ /s/ Richard P. Swaine, CPA Chief Executive Officer - UTMC Review/Revision Completed By: HAS Office of Legal Affairs - HSC	Review/Revision Date: 4/12/79 3/24/93 10/1/81 7/31/96 4/4/84 3/31/98 6/13/84 3/15/01 6/14/85 7/13/04 10/27/86 8/8/07 3/16/88 2/3/2011 2/17/89 2/1/2014 3/6/90 8/1/2017 10/10/91 8/1/2020 Next Review Date: 8/1/2023
Policies Superseded by This Policy: 7-01-02 - Leave of Absence for Patients	