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## Overview

Sometimes Clients need to leave the ward but remain in our care. This is recorded on RiO as 'Leave'.

## Sending a Patient on Leave

- Open your ward in **Bed View**

The **Inpatients** screen will display

- Click on the **Patient's Bed icon**
- **Hover** on **Patient's name**
- Hover over **Leave**
- Click **Leave Details**

The **Inpatient Leave** screen will display on the **Leave Details** tab

- **Planned Date & Time:** Add date and time of the planned leave
- **Planned Return Date & Time:** Complete if known
- **Leave Reason:** Select the relevant reason from the list.

Note: Depending on the selected Leave Reason, you may have the option of recording an address

- **Escorted:** ☐ leave blank
- **Actual Leave Date & Time:** The actual date and time the patient left the ward
- **Actual Return Date & Time:** Leave blank
- **End Reason:** Leave blank
- **Other Information:** Enter a brief description of why the patient is on leave
- Click **Save**



The patient is now recorded as being on Leave.

The bed icon will display with no cover on the bed & suitcase to the side of the bed.



## Returning a Patient from Leave

- Open your ward in **Bed View**

The **Inpatients** screen will display

- Click on the **Patient's Bed icon**
- **Hover** on **Patient's name**
- Hover over **Leave**
- Click **Leave Details**

The **Inpatient Leave** screen will display, most of the fields are completed with the existing leave details

- **Planned Date & Time:** Auto filled
- **Planned Return Date & Time:** Leave blank
- **Leave Reason:** Previously selected reason
- **Escorted:** ☐ leave blank
- **Actual Leave Date & Time:** Previously entered date & time
- **Actual Return Date & Time:** Date & time patient returned from leave
- **End Reason:** Select required End Reason
- Click **Save**



The patient will now be returned from leave.

The bed icon will now display with a green cover & there will be no suitcase