Recording Leave

Last Modified on 25/05/2019 3:51 pm ACST

The Leave function is for noting periods when a patient is absent from the service or facility.

To add a period of leave, go to the main Admission screen and navigate to the bottom of the page, section

1. Search for a patient.

2. Click **Show**.

3. Click **Admission**.

4. In the Current Admission section, click **Show**.

5. In the Leave section, click **New**.

6. Select **Start Date** field, enter the starting date and time of the leave.

7. In the **End Date** field, enter the ending date and time of the leave.

8. In the **Patient has permission** field, select the checkbox to confirm that permission has been granted for the leave.

9. Click **Save**—or **Save and Add New**—to save and add another instance of leave).

Delete Pending Leave

If leave has been made in error, click **Delete**.

Return from Leave

You can record when the patient has returned from leave.

1. Click **Edit**.

2. Modify End Date and Time as needed.

3. Click **Save**.