

## LEAVE OF ABSENCE (MED PASS) HDS HOSPITAL INFORMATION SYSTEM (HIS)

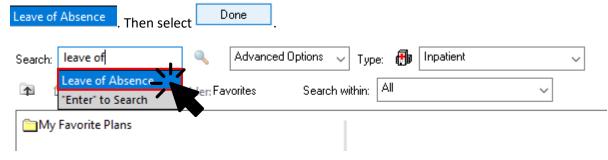
## PRESCRIBERS AT HDS

How NHS and HDS differ

- At HDS Pharmacy Processes the request and supplies med doses needed during LOA to the floor nurse. This does not happen at Niagara Health.
- 1. Leave of Absence (LOA) confirmed.
- 2. Navigate to Table of Contents (Blue Menu) and select + Add next to orders.

Menu	Ŧ
Prescriber View	
Results Review	
Orders	+ Add
Documentation	+ Add
Allergies	+ Add

3. The Add Order dialogue box opens. In the search bar type in "leave of absence" and select



- 4. Modify the order as required. Then click Sign
- 5. Cancel and reorder remaining active meds with expected first dose priority based on expected return date/time. Refer to Discharge Medication Reconciliation tip sheet for more information.
  - **Note**: If only leaving for a few hours, no need to cancel and reorder. Nurse can skip dose and mark as patient unavailable.

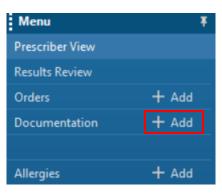
Hotel Dieu

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## niagarahealth



6. Navigate back to Table of Contents (Blue Menu) and select + Add next to documentation.



7. Do the following to complete LOA DynDoc:

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OPERATION

- A. Type in Leave of Absence in the search bar.
- B. Double-click on Leave of Absence DynDoc to begin documenting.

All (136)	Favorites (0)		(A) leave	×
*Note Templates				
Name 👻	Description			
값 Leave of Ab	sence Leave of Absence			
8.	Complete the sections of the documentations and cli	ck Sign/Submit		4 Þ
	Alleroies Peanut		Dispensing Instructions Date and Time of Leave	^
	Medications HYDRGMomphone 1 mg orai tablet, 2 mg = 2 tablet(s), PO, g4N, PRN naproxem 50m gor gatablet, 500 mg = 1 tablet(s), PO, BED pantozrazóz, 4 omg = 10 m, LV, UED		Date and Time of Return	
	Instructions to prescribers: • Record date and time patient is leaving and date and time of return in designated field • Review medication list, for regardly scheduled controlled and non-controlled substances, if medication is listed, the quantity will be automatically calculate • Remove any RMI medications not required for the pass from the medication list (click the X by the medication name). For required PRIN medications, the n required for the pass must be recorded in the designated field • Remove any RMI medications for the pass in the designated field (e.g. medications to be given before LOA or after LOA). • Select print, and sagn prescription.		Seccal Instructions Name and number of doses of PBN medications	
	** Note the dose displayed is the TOTAL dose, not the dosage form (e.g. tablet/capsule) strength. Pleas dose displayed, not the number of tablets **	e fill prescription based on		Ŀ
	Date: Prescriber Signature: Prescriber (print name) : CPSO/CNO Number:			L
	Hospital Pharmacist has reviewed (name) Date/Time: /			
	LOA Rx faxed to Inpatient Planmacy DateTime Faxed: //			
	If LOA Rx is unable to be dispensed by Inpatient Pharmacy, fax LOA Rx to Community Pharmacy: Name of Pharmacy: Pace Receipt confirmed with phone call by (name)			~
	Note Details NHS Test02, Physician - Cardiovascular, 2024-Nov-06 15:37 EST, Leave of Absence		Sign/Submit Save Save & Close Can	el





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