

Mental Health – Patient Pass Process for Nurses

In Mental Health, the patient pass is a privilege granted by the Provider. Once ordered, Nurses help ensure that the patient has all the resources needed and adherence to the limits of the pass. This begins with a review of the pass order.

Review Patient Pass Order(s) and Request Pass Medication(s)

1. Locate the patient from the patient list. An orange box around the patient's name indicates that there are new orders. Click the exclamation mark to review the orders.



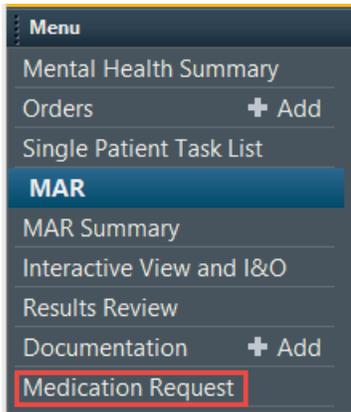
2. Review the Patient Pass Order(s).
3. Then click **Mark as Reviewed**.
 - If the order is **Patient Pass with No Medications**, ensure to review comments and instructions for information such as pass frequency.
Proceed to the next section to continue the workflow
 - If the order is **Patient Pass with Medications**, identify the medications that the patient needs to take on the pass. Then, depending on your site-specific policies, perform one of the following:

Dispense Pass Medications

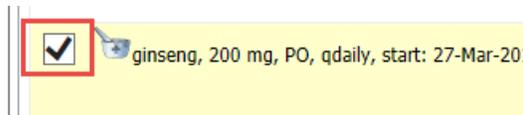
Follow your site-specific workflows to dispense pass medications from the Omnicell.

Request Pass Medications from Pharmacy

1. Navigate to the **Medication Request** page from the Menu. The Medication Request window opens.

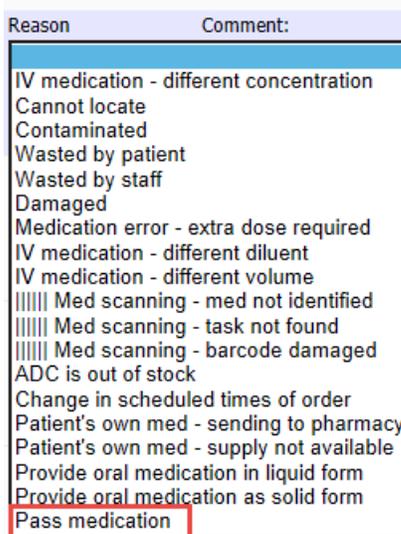


2. Select the checkboxes for meds needing Pharmacy dispensing.



3. At the top right of the page, enter **Pass Medication** as the reason the request.
4. Enter the priority as applicable.

This will apply this reason and priority to all requested medications.



5. For PRN medications, enter the amount of medications for the pass (i.e. number of tablets) in the Comment box.

6. Click **Submit** when complete.

7. Right-click on the medication as an alternative to the Medication Request from the MAR.

8. Select Med Request.

Medications	01-Mar-2018 08:00 PST	28-Feb 08:00
Scheduled		
OLANzapine 10 mg, PO, qdaily, drug form: tab, start: 21-Feb-2018 09:37 PST	10 mg Not given within 7 days.	10 Not giv within
OLANzapine		

Show All Rate Change Docu...

Time View

Scheduled

Unscheduled

PRN

Continuous Infusions

Future

Discontinued Scheduled

Discontinued Unscheduled

Discontinued PRN

Discontinued Continuous Infus

Therapeutic Class View

Route View

Order Info...

Event/Task Summary

Link Info...

Reference Manual...

Med Request...

Reschedule Admin Times...

Additional Dose...

View MAR Note...

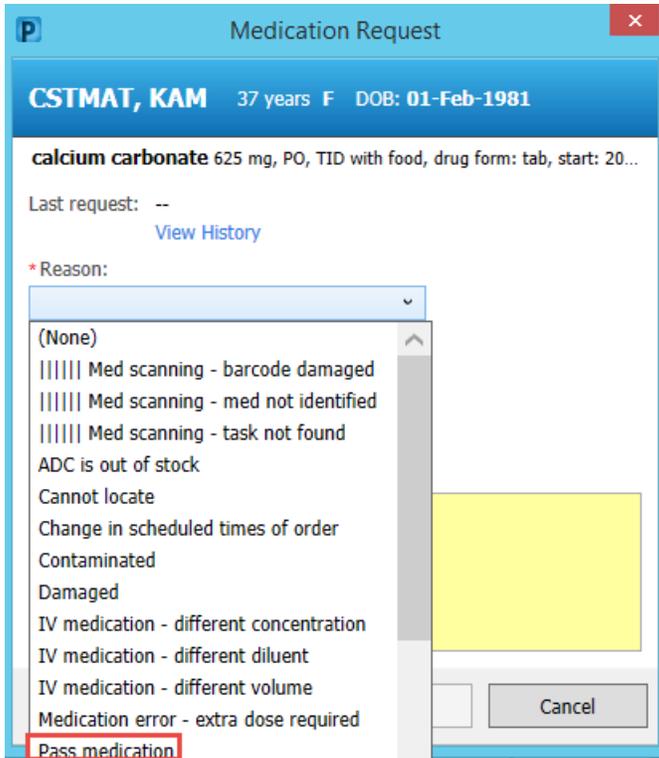
Create Admin Note...

Alert History...

Infusion Billing

9. Populate the Medication Request window as appropriate.

10. Select **Pass Medication** as the Reason.

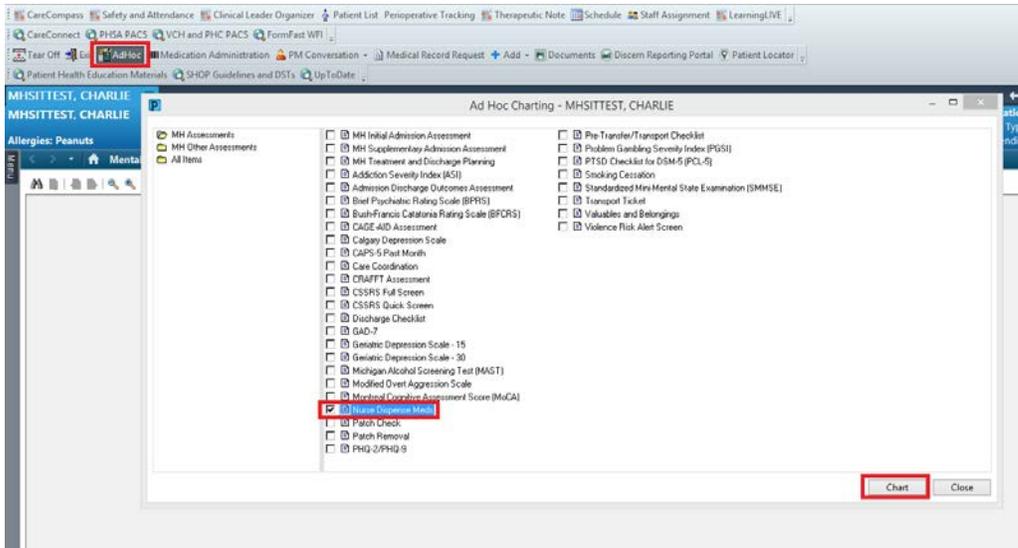


11. Click **Submit**.

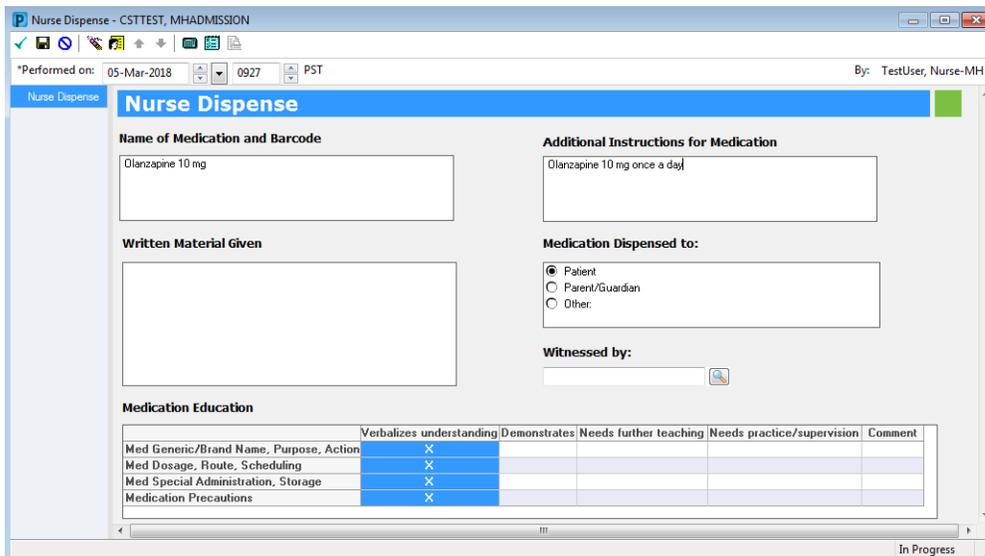
Complete Pass-Related Documentation

Review the pass guidelines and pass medications as necessary with the patient if the patient is bringing meds on pass.

1. Select **Nurse Dispense Meds** PowerForm from the Ad Hoc folder in the Organizer Toolbar.



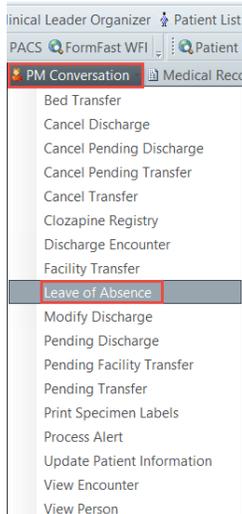
2. Document the fields as appropriate.
Input a witness as required by your site-specific policies.
3. Sign with the green checkmark and refresh screen.



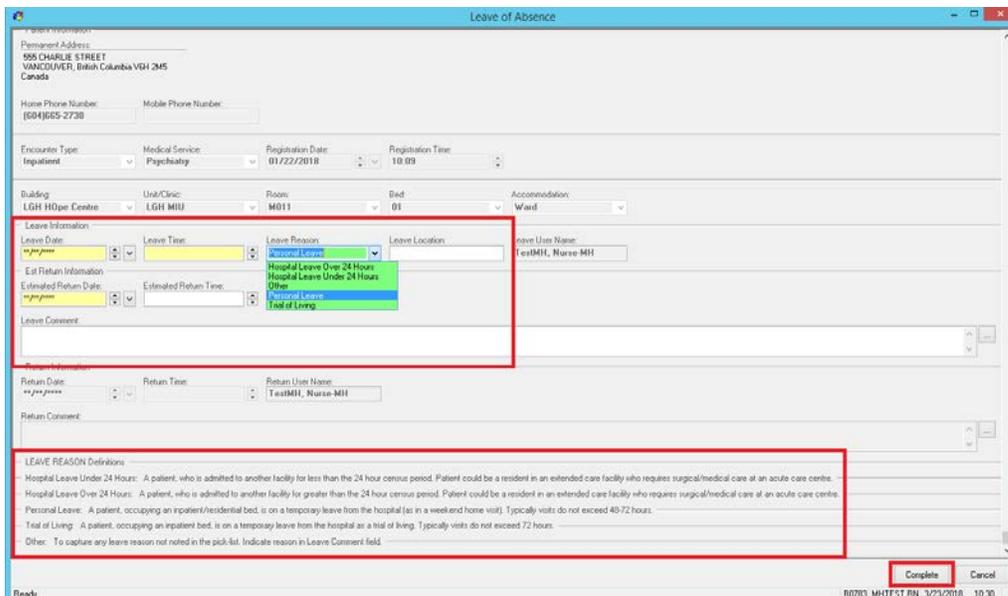
Update PM Conversation – Upon Patient Leave

Place the patient on **Leave of Absence**.

1. Launch the **Leave of Absence** PM Conversation.



2. Populate the mandatory and non-mandatory fields as appropriate.
3. Choose **Personal Leave** as the Leave Reason in accordance with the definitions at the bottom of the screen.
4. Click **Complete** to record the LOA.

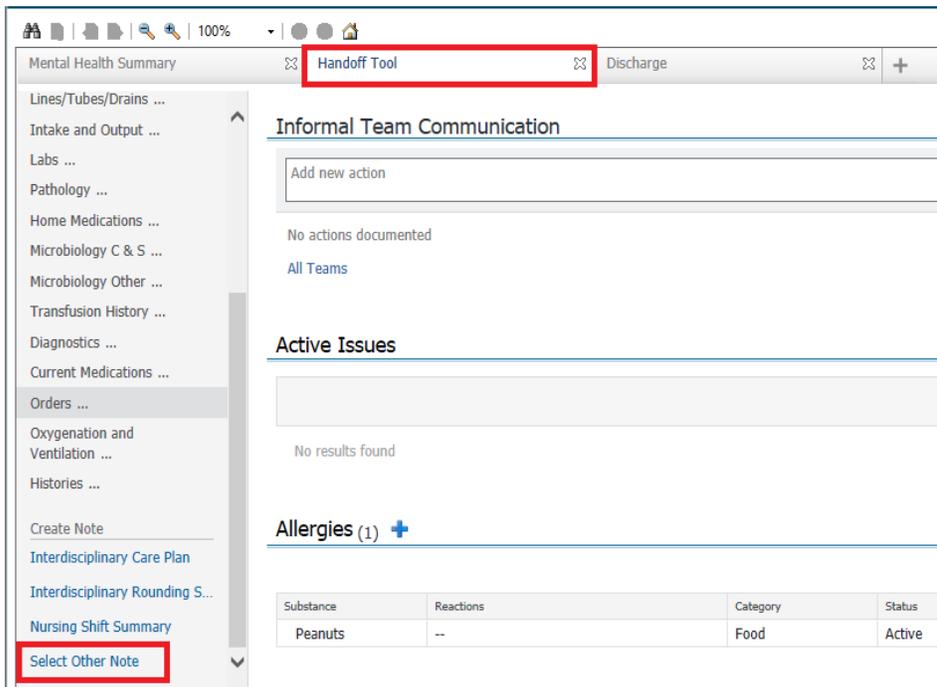


A screenshot of the 'Leave of Absence' form. The form contains several sections: Patient Information, Encounter Type, Medical Service, Registration Date, Registration Time, Building, Unit/Clinic, Room, Bed, Accommodation, Leave Information, and Leave Reason. The 'Leave Information' section is highlighted with a red box and contains fields for Leave Date, Leave Time, Leave Reason (with a dropdown menu showing 'Personal Leave' selected), Leave Location, and Return Date. The 'Leave Reason' section is also highlighted with a red box and contains a list of definitions for different leave types: Hospital Leave Under 24 Hours, Hospital Leave Over 24 Hours, Personal Leave, and Total of Living. At the bottom right of the form, there are 'Complete' and 'Cancel' buttons.

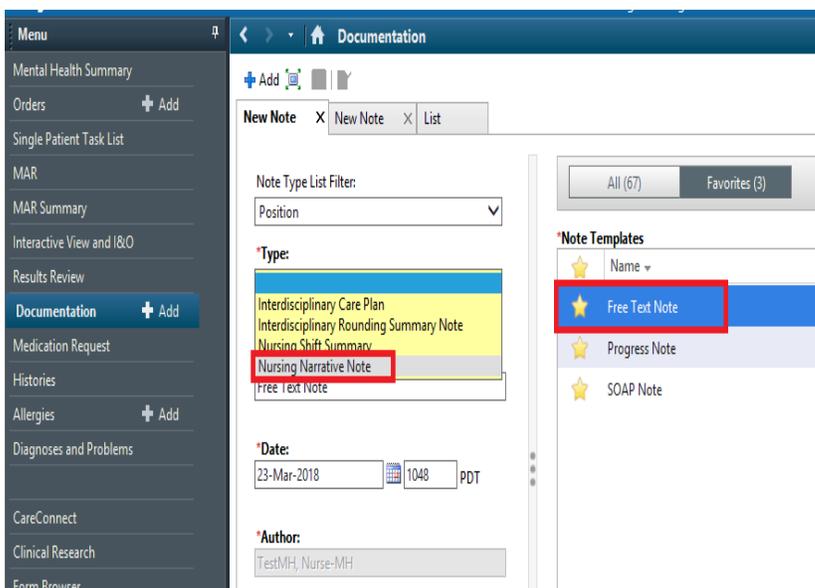


NOTE: This step can be completed by the Unit Clerk.

- 5. Document patient presentation in a Progress Note.
- 6. Click **Handoff Tool** tab in the Workflow bar.
- 7. Select **Other Note Type**. The Documentation page opens.



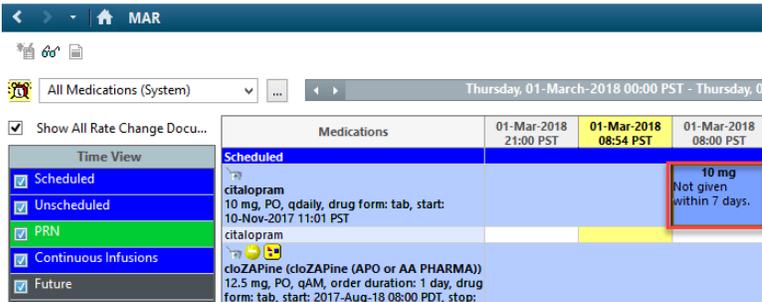
- 8. Select **Nursing Narrative Note** from the menu drop down.



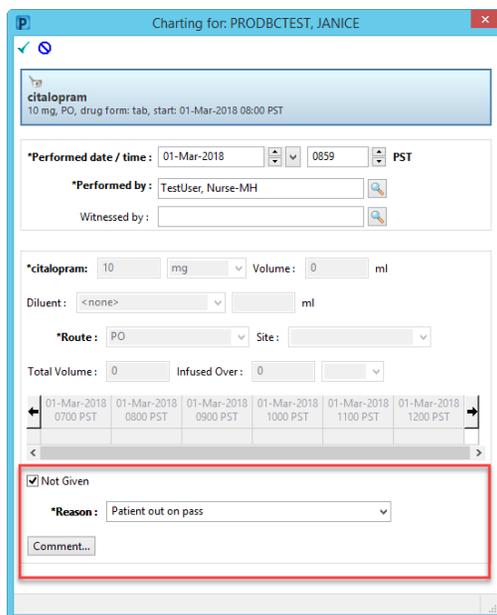
Document Medications as Not Given

If there are medications that will be not given to a pass, document them as **Not Given** in the MAR.

1. Double-click on the **medication in the time slot** that will be missed.



2. In the Charting window, check the medication as **Not Given**. Select **Patient out on pass** for the reason and record your entry.



REMEMBER: Record the medications as Not Given throughout your shift while the patient is away.

Update PM Conversation - On Patient's Return

1. Update the **Leave of Absence** PM Conversation to record the patient as having returned from pass.



NOTE:

- This step can be completed by the Unit Clerk.

- If the patient failed to return from pass, initiate AWOL procedures. You can find more information about this process in the AWOL Process for Nurses reference guide.
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2. Document patient's return in a Progress Note.

Related Topics

- PM Conversation
- Dynamic Documentation for Nurses
- Medication Request

Related Positions

- Mental Health Nurse
- Unit Clerk

Key Words

- Patient Pass with Medication
- Patient Pass without Medication
- Medication Request
- Leave of Absence/LOA