

HARBOR-UCLA MEDICAL CENTER

SUBJECT: PASS POLICY

POLICY NO. 302

PURPOSE:

To provide guidelines to allow admitted patients a temporary absence from the hospital during the day.

POLICY:

At Harbor-UCLA Medical Center, passes are generally issued only to Psychiatric patients when the pass is being issued for therapeutic reasons in connection with psychiatric care. The need for the therapeutic pass is to be documented in the electronic health record.

For patients with chronic illness, passes may be granted when it is determined that a brief period of respite may be of therapeutic value.

A patient admitted solely for research protocols who is not acutely ill may go out on pass if ordered by his/her physician.

Passes cannot exceed 12 hours in length, and no overnight passes will be issued.

PROCEDURE:

1. The patient's physician enters the order for the Pass on the Physician's Order Sheet. The order will include the duration of the pass, any medications required during the pass, any activity restrictions, the type of supervision required, and the person responsible for the patient while on pass. For non-psychiatric patients, the attending physician must sign the order.
2. The physician completes Form HH-257.
3. When the patient returns, the physician documents results of the therapeutic pass in the Progress Note in the electronic health record.
4. If the patient on pass does not return by the designated time, the procedures described in Policy 301,

EFFECTIVE DATE: 11/1/85

SUPERSEDE

S:

REVISED: 6/89, 12/95, 12/98, 10/02, 12/03, 02/05, 2/12, 1/17

REVIEWED: 8/86, 6/89, 10/92, 12/95, 12/98, 10/02, 12/03, 2/12, 1/17

REVIEW COMMITTEE:

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Interim Chief Nursing Officer

Signature(s) on File.

Discharge Policy, Procedures, and Guidelines Including Elopement and AMA will be followed.

EFFECTIVE DATE: 11/1/85

SUPERSEDE

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PAGE 2 OF 1

COUNTY OF LOS ANGELES

**DEPARTMENT OF HEALTH
SERVICES**

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