

PROCEDURE FOR: Request to Leave (Formal Voluntary Status)

- POLICY:
1. Patients who are on Formal Voluntary Status are required by law to request in writing termination of inpatient treatment.
  2. Patients who have completed the Request to Leave form may not be held longer than 3 working days (excludes weekends and holidays).
  3. A patient may revoke a request to leave at any time. This must be completed in writing on the Request to Leave form and signed by the patient.
  4. In the event the patient revokes the Request to Leave form after Involuntary Commitment Application has been submitted to Probate Court, the Team Social Worker withdraws the Involuntary Commitment Application from Probate Court.
  5. Any request to leave or revocation of same will be documented in the Progress Note.

PROCEDURE:

ACTION

POINTS OF EMPHASIS

PATIENT REQUEST TO LEAVE PROCESS:

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| <ol style="list-style-type: none"><li>1. Any patient on Formal Voluntary Status requesting to leave must complete the Request to Leave Form (HCH968).</li><li>2. Notify attending physician of the written request.<ol style="list-style-type: none"><li>a. daytime hours weekdays: notify attending psychiatrist.</li><li>b. weekends / off shifts / holidays: notify the psychiatrist on call.</li></ol></li><li>3. The request is placed in the front of the patient's medical record where the Formal Voluntary Application Form is located.</li><li>4. The patient is evaluated in person by a physician for his/her ability to leave the hospital and the reason for the request.</li></ol> | <ol style="list-style-type: none"><li>1. The patient must provide a reason, sign and date the request.</li></ol> |
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POINTS OF EMPHASIS

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| <p>5. The RN notes the Request to Leave (RTL) status on the patient status calendar for any patient who requested to leave in writing. The time the patient requested to leave along with the days numbered 0-3 is entered on the calendar.</p> <p>6. After the patient is evaluated by the MD, the following options may be considered:</p> <ul style="list-style-type: none"><li>a. The patient may be discharged.</li><li>b. The patient may be allowed to leave AMA.</li><li>c. The patient may remain on RTL Day #0, 1, 2, 3 status without being able to leave.</li><li>d. An application for Involuntary Commitment, if indicated, must be submitted to Probate Court prior to 5PM on Day #3.</li></ul> | <p>5. Day #0 and time of the request including AM or PM is entered on the day the request is made. Be careful <u>NOT</u> to enter day numbers on holidays or weekends. Consider Day #1 to be the next day. Consider Day #3 to end at 5pm on the third business day after the three day notice is submitted.</p> <p>d. If the patient disagrees with the filing of the application for commitment, (s)he may request a Probable Cause Hearing.</p> |
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APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 12/95

REVISION DATES: 7/1/97, 6/00, 10/00, 10/03, 6/06, 7/08