



Hospital Procedures in the Event of Unauthorized Departures

As a voluntary patient, you have the right to request your discharge by submitting a written notice to the Superintendent or Chief Medical Officer. You will then be discharged immediately except when the Superintendent, Chief Medical Officer, or attending physician intends to institute judicial procedures.

If, as a voluntary patient, you leave this hospital without going through the proper discharge procedure, this hospital will then proceed as follows:

If you are found to be unaccountably absent from the ward or assigned therapy, and cannot be immediately located, unauthorized departure (departure without prior authorization) will be assumed. Ward personnel will immediately notify the charge nurse, attending physician, and/or the physician on call. Before instituting any further procedures, hospital personnel will make a thorough search of the wards, building, and grounds. If you are not located, the following actions will be instituted:

1. The responsible physician will probably call your nearest relatives (or correspondents listed) notifying them of the unauthorized departure and outlining the proposed steps they should take (return if you are agreeable, involuntary hospitalization, temporary home visit, discharge, etc.).
2. At the discretion of the hospital staff, law enforcement officials may be informed of the unauthorized departure, if this is considered to be in your best interest. Protected health information will be released according to HIPAA guidelines as outlined in the hospital's Notice of Privacy Practice.
3. In case of a court hold or legal request to notify law enforcement authority, such persons will be notified of the unauthorized departure.
4. Your unauthorized departure will be reported to the division administrator of the Division of Mental Health and Disability Services.

Date

Signature of Patient

Witness

Guardian