

POLICY MANUAL

Subject: Outpatient Program Attendance **Effective Date:** 2/17/94

Initiated By: Austin Hunt
QI Liaison

Approved By: James B. Moore
Chief Executive Officer

Review Dates: 1/03 CSF, 7/07 HC, 12/08 LH
01/10 LH, 02/11 TS, 02/12 TS, 3/13 TS

Revision Dates: 9/7/97 CSF; 4/6/99 CSF
1/16 RL

POLICY:

Patients are expected to attend scheduled program sessions. Two unexcused absences are allowed with notification of the counselor. In the event of an extended medical illness, the patient is responsible for providing a doctor's excuse for absence. Patients who must miss for work related reason for extended periods of time can request readmission at a later date. Absences outside of these guidelines will cause an evaluation of the patient's ability to continue in treatment at this time.

PROCEDURE:

1. The patient's counselor is responsible for documenting absences in the patient record and for keeping track of the frequency of such absences.
2. When an absence occurs, the counselor makes a telephone call to the patient to investigate. Results are documented in the patient's chart.
3. In the event of extended medical illness, the counselor secures a doctor's excuse from the patient. This is kept on file in the record.
4. In the event a patient needs to be absent for an extended period due to verifiable work related reasons, the counselor and treatment team will evaluate continuation of treatment. In many cases, an appropriate discharge will be given. The patient will be eligible for readmission at a later date.
5. If the patient misses more than the allotted amount for non-excused reasons, the counselor sets up a conference with the patient to discuss goals and continued participation in the program or develop an action plan to address barriers to attendance. This may result in the patient's termination from the program. If so, a referral will be made.