



Leave of Absence – Vacation Supply Request

Required: Patient expected to be out of the facility for over 72 hours

Notify the Pharmacy as soon as possible for the house vs. medication supply. **The earlier the better.** Pharmacy needs a minimum of 3 business days to process straight MaineCare supply

Insurances will allow 1-2 per year for vacation supplies, except MaineCare who requires Prior Authorization for all vacation supplies.

PLEASE NOTE: If no override can be obtained for this vacation supply, will require signed cash authorization to dispense medication(s).

Peak seasons/holidays: Thanksgiving, Christmas, Summer

Information needed:

DATE REQUESTED:	
REQUESTOR’S NAME:	
RESIDENT’S FULL NAME:	
DATE OF DEPARTURE:	
DATE OF RETURN:	
MODE OF TRANSPORTATION:	PLANE / TRAIN / AUTOMOBILE -

List of medication(s) needed:

Fax completed request form back to Guardian Pharmacy Maine’s Business Office 373-9088