

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
MENTAL HEALTH NURSING
POLICY & PROCEDURE**

NUMBER: 4792

VERSION: 2

SUBJECT/TITLE: PATIENT MONEY AND/OR VALUABLES (MENTAL HEALTH UNITS)

MD ORDER: YES [] NO [X]

POLICY: Upon admission to the Psychiatric Emergency Room, patient's valuables will be immediately collected, inventoried and noted per admission procedure. The valuables envelopes of those patients admitted to Olive View-UCLA Medical Center will be sent to the hospital safe and remain there until picked up by the patient or the patient's designee.

A patient's valuables are not to be brought to the Inpatient Unit(s).

Should a patient's family member(s) or friend(s) bring valuables to the unit(s), they are to be informed that nursing personnel cannot accept them. Valuables should be sent home with the family or friends.

Should a patient go on a pass, they may pick up their valuables at the safe when they leave the hospital premises. They are encouraged to arrange for the safekeeping of their valuables while out on the pass so that they do not return to the unit with them. If the patient is unable to do this the valuables are collected upon their return, noted and inserted into a valuables envelope. The valuables envelope is to be signed by a registered nurse, another staff member and the patient verifying its contents. The sealed envelope is then taken immediately to the hospital safe or Patient Financial Services in the Medical Emergency Room after hours. The yellow copy of the valuable contents is placed in the patient's chart and the pink copy is given to the patient upon discharge.

All cash are stored in the valuables envelopes only. Patients may only keep up to \$10.00 at a time.

PURPOSE: To ensure the safekeeping of patient valuables during their stay at Olive View-UCLA Medical Center.

DEPARTMENTS: MENTAL HEALTH NURSING

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DEFINITIONS:

PROCEDURE:

References: Official California Code of Regulations (1999) Title 22, Social Security (Division 5) San Francisco, CA: Barclay Law Publishers Joint Commission on Accreditation of Healthcare Organizations (2004) Accreditation Manual for Hospital. Oakbrook Terrace, IL: Joint Commission on Accreditation of Healthcare Organizations	
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