



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: PATIENT VALUABLES

Policy No.: B516
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PURPOSE:

To outline the Medical Center's policy regarding patient property - including valuables and money.

POLICY STATEMENTS:

1. Upon admission, the nursing staff will complete an inventory of all personal belongings utilizing the Patient Personal Belongings Inventory list in the electronic health record (EHR).
2. Patients are encouraged to bring only essential personal items when admitted to the hospital and to leave money, jewelry and other valuables at home.
3. The hospital is not responsible for any loss/damage to property/valuables retained by the patient.

Key Point: If patient insists on keeping personal property/valuables at the bedside, she/he must sign a release form.

4. When discharged from the hospital, the patient must take all personal property/valuables. Patient's valuables left at the hospital will be held for ninety days after discharge or death. During this period, the patient or caregiver will be contacted by Social Services to make arrangements for release of said property. If no response is received, property and valuables will be disposed of in accordance with the County Code, Section 2.34.100.

I. Procedural Steps

- A. Inventory: Explain procedure with the patient, family member and or significant other.

Key Point: If family or significant other is not available, two staff members will complete the inventory of the patient belongings and document in the EHR

1. Document inventory of patient's belongings in EHR.

Key Point: Any personal items that present a safety risk and may possibly cause harm to others will be removed from the patient.

2. Weapons of any kind will be removed immediately by Los Angeles County Sheriff's Department.
NURSING MUST NOT ATTEMPT TO HANDLE ANY WEAPON.

3. Follow Pharmacy Policy and Procedure Code 3.15.5 regarding any herbal products and or nutritional supplements brought into the Medical Center by patient.
4. Follow Pharmacy Policy and Procedure Code 3.15.0 for any medication/medication containers brought into facility by patient.
5. Jewelry must be identified on the inventory list. Describe the jewelry as it appears “yellow metal ring with red colored stone” instead of stating “gold ring with ruby stone.”

B. Money /Valuables

1. Instruct patient, family, and/or significant other not to leave money or valuables at the bedside.

Key Point: If family or significant other is not available, nursing staff will secure the money and valuables in the valuable's envelope. Contents will be listed on the attached Form R-14.

2. Money will be sent to the Cashier's Office for safe keeping. Patients will be given no more than \$50.00 cash per week (when requested). Upon discharge, a cashier's check will be issued by the cashier for the remaining balance.

3. The valuable's envelope is labeled with patient information including name of the unit. The patient, family, or significant other will sign the form and will be given a receipt.

Key Point: A copy of the form stays in the patient's chart under the miscellaneous tab.

4. Nursing staff will take the valuable's envelope to the Cashier's Office.

Key Point: After business hours, weekend or holiday any monies/valuables collected will be taken to the Nursing Resource Office's (NRO) safety deposit box. The Hospital Charge will leave a message to Cashier's Office immediately upon the receipt of valuables.

5. The cashier will come to the NRO next business day and pick up valuable's envelopes from the safety deposit box.

II. Discharge/Death

- A. The nursing staff will review the medical record to determine if the patient needs to retrieve money or valuables from the Cashier's Office. Nursing staff will contact family immediately to pick up any personal belongings left behind.

Key Point: Notify Social Services if unable to contact patient/family. Social Services will contact family and send a certified letter.

- B. Complete an inventory for unclaimed non-valuable personal belongings and send completed inventory list with the personal belongings to Supply Chain Operations (562-385-7266) for disposition in accordance to Los Angeles County Code 4.40

C. Personal belongings that remain unclaimed after ninety days will be disposed of in accordance with California Civil Code Section 1862.5 and County Code Section 4.40

D. Death

1. Complete an inventory of patient property.
2. Property will be released to family or significant other.
3. The family or significant other will be referred to the Cashier's Office for stored money/valuables.
4. If family or relative is not immediately available, send the completed inventory form and property to Supply Chain Operations for disposition in accordance with the Los Angeles County Code Section 4.40.

Key Point: Unclaimed valuables will be disposed of in accordance with County Code Section 4.40.

III. Loss or Theft

- A. An event notification is to be completed for all items reported missing or stolen.
- B. If patient alleges that an item has been stolen, notify the campus Sheriff.
- C. County claim form can be completed by contacting the Patient Advocate who will then forward the claim to the appropriate County Officer.

REFERENCES:

LA County Code of Ordinances Section 4.40
California Civil Code Section 1862.5
Administrative policy and Procedure B 807 Management of Patient Substance Abuse
Pharmacy Policy and Procedure Code 3.15.5 Herbal Product/Nutritional Supplements brought into Medical Center
Pharmacy Policy and Procedure Code 3.15.0 Medications/Medication Containers Brought into Facility by Patient
Patient and Family Handbook
Guiding Principles of Patient Care
Patient Valuables Release from Responsibility

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