

LAC+USC MEDICAL CENTER POLICY

Subject: PROPERTY, PATIENT	Original Issue Date: 1/01/78	Policy # 234
	Supersedes: 2/11/14	Effective Date: 3/14/23
Departments Consulted: Financial Management Los Angeles County Sheriff's Department (LASD) Nursing Services Ethics Resource Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer

PURPOSE

To ensure the protection of the property and valuables of all patients utilizing LAC+USC Medical Center facilities.

POLICY

The LAC+USC Medical Center shall safeguard and account for the personal property and valuables of patients. The property and valuables shall be released to patients or other authorized parties in accordance with established identification requirements.

PROCEDURE

Patients are encouraged to send items home with a relative whenever possible.

- The patient's valuables such as money, jewelry, wallets, purses, identification, and eyeglasses are recorded and retained by the Cashier's Office.
- When hospitalized, a patient's medications, unless ordered by the physician to remain at the bedside, shall be sent to the Pharmacy.
- The patient's personal property such as clothing, luggage, and wheelchairs may be kept at the bedside (exception: Psychiatric hold, Intensive care admissions, emergency surgery). Property is documented on the "Clothes Record" form. Property retained will be stored in the hospital's Central Distribution Center, or by nursing staff.
- Relatives or other parties may not obtain property and/or valuables without proper picture identification and the written permission of the patient or his or her legal representative/surrogate.
- For purposes of identifying the patient or locating next of kin, staff may access patient property according to appropriate protocols.
- Patient property and/or valuables may be released to law enforcement officers for evidence collection with the appropriate search warrant and authorization from Sheriff's Department.
- Patient property and/or valuables lost or stolen shall be reported immediately upon discovery to the Sheriff's Department and required reports shall be completed.

Subject: PROPERTY, PATIENT	Effective Date: 3/14/23	Policy # 234
	Chief Executive Officer's Initials: Initials on File	

- Recovered patient property and/or valuables shall be reported to LASD. LASD personnel will follow LASD Manual of Policy and Procedure Section 5-04/060.05 Found Property Reporting.

Outside law enforcement may investigate occurrences of lost or stolen property. The Sheriff's Department will act as the liaison with the outside law enforcement agencies during their investigation.

- The patient shall be provided with the necessary claim forms for reimbursement in the event his or her property and/or valuables are lost or stolen.

RESPONSIBILITY

Administrators
Los Angeles County Sheriff's Department
Financial Management
All Employees

PROCEDURE DOCUMENTATION

Los Angeles County Sheriff's Department Manual of Policy and Procedures
Nursing Service Policy Manual
Expenditure Management Manual

REFERENCES

California Code of Regulations, Title 22, Section 70755
Joint Commission Standards (Ethics, Rights, and Responsibilities)

REVISION DATES

September 1, 1994; November 13, 1998; April 16, 2002; April 14, 2003; April 19, 2005;
September 30, 2008; February 11, 2014; March 14, 2023