

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: PATIENT MAIL		Original Issue Date: 08/91	Policy # 233
		Supersedes: 09/20	Effective Date: 04/24
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee Attending Staff Association Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer	

PURPOSE

To describe the process by which an admitted patient receives or sends mail.

POLICY

A patient's mail is delivered when the patient can receive and be responsible for it. It is not to be given to another person except on specific request of the patient. A patient may request to send mail while admitted.

PROCEDURE

- The Los Angeles County Sheriff's Department handles mail on the Jail Unit.
- When a patient's condition does not appear to warrant holding his/her mail, it is returned to the Mail Room.
- Mail arriving on the unit after the patient is transferred to another unit is forwarded.
- If a patient is discharged or expired, it is noted in pencil on the mail and returned to the Los Angeles General Mail Room.
- When a patient is unable to supply postage for his/her outgoing mail, a note is attached reading "patient unable to supply postage" and it is sent to the Los Angeles General Mail Room.

REFERENCE

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 01/05, 09/08, 05/16, 09/20, 04/24