

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: II-130 PATIENT PROPERTY/VALUABLES	POLICY #: 1057
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DATE APPROVED: 06/28/2016	

PURPOSE: To provide guidelines for securing patient's clothing, personal property, and valuables from the time of admission through discharge from the Ambulatory Surgical Center (ASC).

POLICY: Patients will have their property secured in a designated clothing locker in the Pre-Operative Holding Area (POHA). Patients are instructed, during the pre-anesthesia evaluation unit visit and/or pre-operative phone call, to avoid bringing any valuables with them on the day of surgery.

PROCEDURE:

1. Upon admission to the ASC, patients are provided with a plastic bag labeled with their name and medical record number.
2. Patients are instructed to remove all clothing, personal property and any valuables, place them in the bag provided and secure closure of bag.
3. The labeled plastic bag will be placed in a numbered patient clothing locker in POHA.
4. The patient clothing locker will be locked with a key, kept by the Nurse.
5. Valuables:
 - a. Patients are asked to give any valuables they brought to an adult accompanying them on the day of surgery for safekeeping.
 - b. If this is not possible, the patient is asked to place valuables in the provided plastic bag, labeled with their name and medical record number.
6. Documentation:
 - a. The nurse documents in the patient's permanent record a list of all patient's belongings placed in the patient's locker.

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7. Upon discharge from the ASC, all clothing, personal property/valuables will be returned to the patient and this will be documented in the medical record.

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