

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 211
VERSION: 2**

SUBJECT/TITLE: **PATIENT VALUABLES/DURABLE MEDICAL EQUIPMENT/
CASHIER CALL BACK TO RELEASE PATIENT VALUABLES**

POLICY: Olive View-UCLA Medical Center (OVMC) shall protect the personal property of all patients admitted to OVMC and release property to the patients upon discharge.

PURPOSE: To establish guidelines governing the issuance and disposition of patient's valuables/durable medical equipment within OVMC.

DEPARTMENTS: All

DEFINITIONS: **Valuables:** Money, jewelry, items of monetary or sentimental value that can be reasonably stored when admitted, including recreational cannabis up to 1 oz.

Recreational Cannabis: Green leafy substance or any substance believed to have cannabis (ex. brownies, gummy bears, etc.). Additional assessment will be required by the Los Angeles Sheriff Department (LASD), if the cannabis exceeds the 1 oz. legal limit. Exhibits A and B provide a reference guide to help estimate the approximate amount of legal recreational cannabis. 1 oz. is approximately a sandwich bag full of cannabis. If the amount of cannabis is less than 1 oz. then it shall be treated as a valuable.

Durable Medical Equipment: Items that belong to patient that support activities of daily living or to prevent deformities, which may include such things as hearing aids, wheelchairs, braces, splints, prosthesis, walkers, canes, assisted orthopedic devices or other medical products.

PROCEDURE: The handling of patient's valuables/durable medical equipment within OVMC shall meet the requirements of State and federal regulations and the standards of The Joint Commission.

If the security guards discover recreational cannabis over the 1 oz. limit at the time the patient enters the hospital, they will need to contact LASD for further assessment before allowing the patient to enter.

There may be instances when patients are admitted with recreational cannabis that was not identified by security as their primary effort is to search for weapons. Once the patient is admitted and staff discovers recreational cannabis that appears

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to be more than 1 oz., Nursing will contact LASD for further assessment. Please refer to Exhibits A and B, to help estimate the approximate amount of legal recreational cannabis.

Nursing has the responsibility of informing the patient of the options regarding patient valuables/durable medical equipment and obtaining these items from the patient.

The patient has three (3) options regarding his/her valuables:

1. Send valuables/durable medical equipment home with relatives, patient representative, friends, etc. This is the preferred option.
2. Place valuables/durable medical equipment in the hospital safe/vault until discharge. This option is to be an alternative to Option 1. This option should be followed at all times when the patient is unaccompanied upon arrival or is unable to participate in the decision regarding the disposition of his/her valuables/durable medical equipment.
3. Keep valuables/durable medical equipment at bedside. However, at no time should recreational cannabis be kept at bedside. Option 3 is highly undesirable and should be discouraged.

The patient should not be sent to the ward with valuables/durable medical equipment unless there is a "STAT" admission where there is no time to take the patient's valuables/durable medical equipment in the Emergency Room. Under these circumstances, the ward nurse is to comply with the procedures established by the responsible divisions according to Options 1 or 2.

The Cashier Office maintains and holds the valuables/durable medical equipment in the hospital vault and releases the items to the patient or patient representative upon discharge. Relatives or other responsible persons may not obtain personal property without written authorization from the patient.

Valuables are to be released to the patient upon discharge. If the patient is released after normal business hours or on Sunday, Nursing staff and Cashier will release patient valuable/durable medical equipment according to the following guidelines.

Nursing Unit:

Arrange for the release of patient valuables during regular business hours. If discharged after 4:30 p.m., or on Sundays, the patient has the following options:

OPTION 1: Return for issuance of valuables from the Cashier during regular

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business hours.

OPTION 2: Valuables, except cannabis, may be mailed Certified and Insured. The patient must complete an Authorization to Mail Valuables form. The form is to be taken to the Cashier at the onset of the next regular business day.

OPTION 3: If the patient valuables include critical items as shown on the Nursing's copy of the patient valuable record, Administrative Nursing Office will contact Cashier for call back.

Cashiers may be called back for the following critical items:

1. Important keys (e.g., house, auto)
2. Driver's License
3. Identification Card
4. Passport
5. Credit Cards
6. Cash (i.e., housing, meals)
7. Prescription glasses, contact lenses
8. Hearing Aids
9. Prosthesis/Durable Medical Equipment for daily living
10. Police requests (i.e., demanding the valuables as evidence in a crime)

Administrative Nursing Office (ANO):

- A. If the patient valuables include any critical items, use the call back list to contact a Cashier for the release of patient valuables. Provide the Cashier with the following information:
 1. Patients name, medical record number, room number, and admission date.
 2. Name and extension of the person to contact upon arrival to the hospital.

- B. After the Cashier has released valuables and submitted the Call Back Authorization form to ANO, ANO will complete the Call Back Authorization form and return it to Cashier.

Cashier:

Release patient valuables as follows:

1. Contact County Sheriff for safety protection if valuables must be picked up from ED and taken to Cashier.
2. Locate valuable envelope in ED or Cashier's safe.

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3. Notify contact person to send patient to Cashier
4. Follow regular procedures for release of patient valuables.
5. Cashier will complete Call Back Authorization and obtain ANO signature.
6. Submit completed Call Back Authorization form with timecard.



1 oz. of plant material

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References: California Administrative Code, Title 22, Division 5, Section 70755, The Joint Commission Manual, DHS Policy 850 – Patients’ Property	
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