LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

PATIENT VALUABLES

Purpose:

To define the process for acquisition, storage and return of patient valuables. To define the disposal process for unclaimed patient items in accordance with the statues of the state of Louisiana.

Definition:

Valuables are money, credit/debit cards, jewelry, prescription medications, documents, and items of monetary or sentimental value that can be stored in a safe deposit box with dimensions: 4 3/4 “W x 5”H x 18”L.

Policy:

1. LSU Health Sciences Center – Shreveport is not responsible for patient valuables/property that is not deposited with the University Police Department (UPD) for safekeeping.

2. Nursing staff will evaluate each patient admitted to LSUHSC-S to determine if there is a need to store patient valuables for safekeeping.

3. Nursing staff encourages the patient/family on admission to send identified valuables and patient property home. If not feasible, the patient/family is informed of LSUHSC-S patient valuables policy and is encouraged to store valuables in the University Police Department’s (UPD) safe deposit boxes.

4. Patients who refuse safekeeping and/or have large items, clothing, etc. that cannot be stored in the safe deposit box will be asked to sign the valuables section on the Patient History/Assessment and Plans for Discharge record (S/N 1048) releasing LSUHSC-S from the responsibility of loss. A nursing staff member shall sign as witness to the patient/family signature.

5. Nursing staff notifies UPD that patient valuables need to be secured.

6. A UPD officer is dispatched to the patient area and in the presence of the nurse and patient (as appropriate) performs an inventory of the items to
be secured. The UPD officer will complete a property sheet listing the patient’s valuables, with the patient (if able) and nurse signing the property sheet.

7. The patient valuables are placed into an envelope that is sealed in the presence of the patient, nurse and officer. UPD officer gives valuable identification stickers to nursing staff.

8. Nursing staff records a brief description of patient’s valuables and/or disposition on the Patient History/Assessment and Plans for Discharge record (SN1048). Nursing staff will place “Valuables in UPD” sticker on the bottom of the Medication Assessment History Form.

9. A nursing staff member accompanies the UPD officer to the safe deposit area where the patient valuables are placed into the safe deposit box and appropriate patient information is recorded in the UPD log. UPD gives a key/property envelope to the nursing staff member.

10. The nursing staff member delivers the key/property envelope to Patient Processing B1-5 (Central key storage area across from UPD) and signs the patient-processing logbook.

11. Patient processing staff records the appropriate patient valuables information and maintains the key and property sheet envelope in a locked file cabinet.

12. When patients’ valuables are required, nursing staff notifies UPD at extension 6165. Nursing staff informs patient processing of the patient’s name (or valuable key number) and receives the property envelope. Nursing Staff and Patient Processing Staff documents transaction. Nursing Staff delivers the property envelope/key to UPD office.

13. The UPD officer accompanied by the nursing staff member will take the safe deposit box contents to the patient. The UPD officer will release all inventoried items to the patient in the presence of the nursing staff member. The patient, nursing staff member, and UPD officers will sign the property sheet copies releasing the hospital of further responsibility.

14. For hospitalized patients requiring a portion of their valuables, the procedure identified in #12 and #13 shall be followed. The patient may redeposit any remaining valuables for safekeeping. Appropriate documentation and signatures on the original property sheet should be
obtained. The steps identified in #7, #9, #10, and #11 would be followed. (Note: Step #8 is omitted in the redeposit procedure.)

15. In the event of the patient’s death, the University Police will release the contents of the patient’s safe deposit box to the authorized person(s) designated on the property sheet (with proper identification) or to the House Manager/Hospital Administration, as appropriate.

16. UPD will check inpatient discharge computer printout daily and contact patients/families via telephone or if no response will send a certified letter within 30 days requesting pick up of unclaimed valuables and property. Unclaimed valuables remaining 60 days after attempts to notify or notification of patient/family will be disposed of according to statues of the State of Louisiana.

17. In the event that valuables are lost or cannot be located, Nursing shall complete and submit a Variance Report to the QI Office.

Administrator

4/20/11

Date

Approved by Clinical Board: 7/17/01, 8/17/04, 7/17/07, 4/19/11
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