Section 9 Clinical Affairs Policies Subject 9.1 Admissions, Transfers, and Discharges **Policy 9.1.2 Management of Patient Belongings**	04/01/90 - Originated 08/14/14 - Reviewed w/ changes - Reviewed w/o changes 11/30/11 - Effective Nursing Service - Author

Management of Patient Belongings

Policy

UTMB is not responsible for any personal property of patients or visitors on UTMB facility premises, including patient rooms. It is the responsibility of all employees to release the patient's personal belongings whenever possible to the family or designee when the patient will not be able to manage them.

UTMB respects the diverse cultural needs, preferences, and expectations of the patients and families it serves to the extent reasonably possible while appropriately managing available resources and without compromising the quality of health care delivered.

UTMB may accept custody of patient belongings whenever, in UTMB's sole discretion, it is determined that:

1. acceptance is in UTMB's and the patient's best interests;
2. acceptance is not likely to disrupt/compromise hospital operations, or patient or employee safety;
3. the patient is not capable of being responsible for the belongings and no family members or patient designees are available to take custody of the belongings.

Offender patients' personal belongings will be retained by TDCJ personnel.

Informing the Patient/ Representative

Prior to or upon arrival in Admitting or on a nursing unit, patients and/or their representatives will be advised of the following:

1. Personal belongings that the patient brings to the facility should be given to a family member or a person designated by the patient

Documentation

1. When UTMB accepts custody of a patient's belongings, valuables such as jewelry, electronic device, money, and medications should be inventoried on the Valuables for Deposit Form #VA10" and have the form signed by the patient..
2. For unconscious/disoriented patients, the belongings should be

inventoried as specified above on the Valuables for Deposit Form #VA10, and two (2) UTMB employees and any available family must witness the inventory and sign the form.

3. Copies of all forms used to document belongings will be placed in the patient's UTMB medical record.

Areas for Storage of Patient Belongings

Galveston Campus

1. Patient valuables (e.g., money, jewelry) will be deposited in the Emergency Department Financial Counselor Discharge Area 2nd Floor, Trauma Center for safeguarding. The Valuables for Deposit Form # VA10 should be used to document deposited valuables.

2. The Emergency Department (ED) will not maintain the valuables in the ED unless the patient is unconscious, has no other family members or friends to take the valuables, or if the patient goes directly to the Operating Room from the ED. These belongings will be stored in the deposit box of the ED Financial Counselor Discharge Area until such time as the patient's room is assigned or when the belongings can be turned over to family.

Angleton Danbury Campus

1. Patient valuables are stored on the unit that the patient is admitted to.

Transporting Patient Belongings/ Valuables

Galveston Campus

1. In the Emergency Department, the Nursing Staff is responsible for completing the Valuables for Deposit Form #VA10and for assisting the patient in storing the property while the patient is in the Emergency Department.

2. If patients are admitted to an inpatient room, the patient's belongings requiring deposit should be transported to the Emergency Department Financial Counselor at Discharge by a representative from the Nursing Staff.

Personal Medication

1. Medications brought from home that are not approved for inpatient or clinic use shall be sent home with the family or caregiver. If medications cannot be taken home, the medications

should be treated and stored as valuables.

Release of Cash/Valuables

Cash or valuables in the custody of UTMB will not be released to a family member or designee without written authorization by the patient on the Authorization to Withdraw Funds/Valuables from Patient Deposit Account/Valuables from Storage Form.

For cash unclaimed at time of discharge, a check for the amount of cash the patient placed in UTMB's custody will be sent to the patient via certified mail.

Release of Cash/Valuables, continued

In the event of patient's death, a family member or designee may retrieve belongings other than cash. Requests for return of cash deposited must be made with appropriate documentation (i.e., court order or Letter of Testamentary). These transactions will be handled by the Admitting Services.

References

Pharmacy 07.07 *Medications Brought from Home*
UTMB Clinics Administration C50 *Use of Medications Brought from Home*