

**Purpose**

To provide for responsibility and consistency in handling patient valuables and personal effects.

**Scope**

Governs the handling of patient valuables by all levels of SGHC Staff.

**Definition**

Valuables include money, credit cards, jewelry, keys, electronics, or other negotiable items.

**Policy**

- A. Spring Grove Hospital will not accept responsibility for patient valuables brought into the hospital by patients, family, or visitors unless such valuables are held by Hospital Security.
- B. Spring Grove encourages patients to leave valuables at home or turn them over to a relative.
- C. Patients may turn valuables over to the Hospital Security for safe keeping.
- D. The patient will sign as owner of the items and receive the golden rod (yellow) copy of the Personal Effects Inventory (PEI) form.
- E. All valuables are noted on the "Admission Search Record." Hospital Security are then notified to take possession of the item (s).
- F. Should a patient approach staff and ask that the patient's money or other negotiable document be secured, the provisions of the Patient Finances Policy (SGHC122491) are applicable.
- D. Hospital Security will inventory the valuables in the presence of the patient and the admission office staff, or unit staff. During Admissions, contraband and valuables may be inventoried and placed in the SGHC Security Property box located in the Admission's lobby. This shall be done in the presence of two or more staff to ensure control of the valuables. SGHC security designated staff (security management team) will recover the valuables and contraband and place them in storage in the SGHC Security Property room.
- E. All items received from the patient will then be recorded by the Hospital Security on a pre-numbered Personal Effects Inventory (PEI) form. Any money and/or checks must be recorded on a separate PEI form and the security management team must be notified immediately. At least two members of the security management team shall recover the money and/or checks from the SGHC Security Property box and immediately take to the finance department for deposit receipt.
- F. The form will then be signed and dated by the Hospital Security, and the patient. If the patient is unable or unwilling to sign the form, the admission coordinator will sign and date the form as a witness.
- G. The goldenrod copy of the PEI form will be given to the patient. The original (white copy) and canary copies will be held by Hospital Security. The pink copy of the PEI will be filed in the patient's medical record under Miscellaneous.
- H. All valuables will be inventoried in front of the patient and handled as described in this procedure.
- I. When discharge from Spring Grove is imminent, a member of the treatment team will contact the Hospital Security 24 hours in advance to return valuables to the patient. Valuables will be returned to the patient upon discharge. The patient and the security officer will sign the back of the white copy of the PEI.
- J. Hospital Security will inventory all valuables with the patient in the presence of a team member.
- K. When the patient takes possession of his/her valuables, he/she accepts total responsibility.


**Procedure****I. Upon Admission/Discharge**


- A. For all admissions, the Spring Grove Policy on handling patient valuables will be explained to patients by the admission staff.
- B. All valuables will be inventoried by the "search nurse" during normal work hours. The search is done by the hospital security on duty, after hours the search is done by nursing in the presence of the patient.
- C. Contraband items will be secured, if necessary, without patient agreement.

- L. All valuables that are turned over to the SGHC Security will be stored in the property/evidence room for safe keeping.

**II. Valuables brought back from  
Leave of Absence or Ground Privileges**

- A. Patients returning from a leave of absence or ground privileges will be subject to a contraband check.
- B. All valuables will be handled as outlined in this policy and procedure.
- C. Hospital Security will be notified of all contraband items brought into the hospital.
- D. All contraband items must be turned over to the Hospital Security to be secured until patient is discharged.

 Approved by \_\_\_\_\_ 5/27/21  
Jorel Fleming, Chief Operating Officer, MBA HC Date

 \_\_\_\_\_ 5/27/21  
Dwain Shaw, MPH, J. D., Chief Executive Officer Date

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