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Subject: <b>Valuables - Patient</b>	Date Issued: 1974.04 Date Reviewed: 2019.09, 2015.12; 2010.07; 2003-01 Date Revised: 2009.03 Orig: III-v-191
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A separate form is attached with carbon paper to the numbered valuables envelope. The purpose of this is to provide a list of patient's valuables for the patient's chart, and for the information of the Nursing Staff. When the form is signed, carbon signature appears on the envelope. This is sufficient.

**A. On Admission**

1. If possible, Admitting Clerk will receive patient's valuables for safekeeping before patient goes to the ward. Patient will receive a receipt for the same. The attached form will accompany patient's admitting sheet to the ward, to be kept on the chart. Numbered envelope is recorded in safekeeping logbook.
2. It is recommended that only \$20.00 be kept at the bedside reminding the patient that the keeping of the personal effects at the bedside is the patient's responsibility and not the responsibility of the hospital. Patient signs a **Release From Responsibility Form, NS186**, nursing staff to file in the patient's chart. Documentation should be made on admission of dentures, glasses, canes, walkers or other items brought by the patient/family. These items should be labeled if possible or sent home with family.

**B. Pre-Operatively**

1. All valuables with the patient such as rings, watches, etc. must be placed in the numbered valuables envelope and taken to the Admitting Office unless the family will be responsible for them until the patient returns from surgery. Securely tape jewelry the patient does not want removed. The form with patient's name label is kept on the patient's chart.

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**C. Envelope for Valuables**

1. Valuables and amount of money to be listed by Admitting Clerk and patient. Both clerk and patient to sign envelope in designated area. The numbered envelope is placed in the safe by the clerk.

**DO NOT SEAL ENVELOPE**

2. Nursing or clerical staff to count money and envelope sent to Admitting and signed for by Admitting Clerk and patient/family/nurse, sealed and placed in the safe. Receipt made out and returned to the patient. Numbered envelope is recorded in valuables log book.
3. If patient is unable to make listing, it is done by two nurses or nurse/admitting staff, both signing envelope. Receipt is to be kept on chart.
4. If patient wishes to remove something from the envelope during stay, receipt must be presented to the Admitting Clerk. The amount is deducted and this is shown on the front of the envelope and initiated by the clerk.

**D. Discharge of Patients**

1. Receipt to be presented by patient to the Admitting Clerk for valuables.

**E. Deceased Patients**

1. Remove all valuables, including rings, bracelets, etc and list on the envelope for safekeeping, signed by two nurses and sent to the safe in Admitting.
2. Document any clothing, valuables (watches, glasses, canes) that are sent to the Funeral Home
3. Document any valuables, clothing or personal belongings that are taken home by family members.