

UNIVERSITY OF VIRGINIA HEALTH SYSTEM  
CLINICAL CARE SERVICES  
Administrative Operations Manual – Section A04

**Care of Money and Valuables**

POLICY:

Patient care providers are to encourage patients to give any valuables, money or other items that could be easily lost (cell phones, I-Pods, jewelry of any type) to their families for safekeeping during their stay in the hospital, whenever feasible. Any valuables given to a family member are noted in the patient's record. When disposition to a family member is not feasible, the care providers will strongly encourage patients to use the Medical Center's safekeeping option for valuables. Eyeglasses or dentures are not to be placed in the safe; these are to be labelled and left with the patient or given to the family.

PROCEDURE:

1. Advise patients of the availability of the hospital safe to deposit their valuables. Strongly encourage the patients to use the hospital safe for their valuables. Remind patients that items not placed in the safe are their responsibility.
2. Put valuables (jewelry, wallet, valuable coins or cash) in a security envelope, available on unit, and seal securely. Follow instructions on envelope for use.
3. If patient is unable to sign and no designated representative is present, the nurse who receives the valuables will sign the form (full name, not just initials) and place the receipt in a plastic folder located in front of patient's chart. Indicate "Patient Unable to Sign" in signature section on envelope.
4. Make entry in nursing unit safekeeping logbook for each envelope. Include patient's name, envelope number, check whether cash or valuables, name of employee depositing envelope and date. Leave column 7 in logbook blank.
5. Deposit security envelope into unit safe, if available, or page security for pickup.
6. Patients or designated representatives are responsible for collecting valuables from the Admissions Office.
7. **Do not** send money or valuables with the patient to intensive care units. Follow the above procedures for securing items.
8. If a patient would like to retrieve valuables not yet deposited in central safe, then the designated security officer should be paged to retrieve the valuables for the patient.
9. A security officer, who will sign full name in the logbook will pickup the safekeeping envelopes daily. Security is paged only when the patient is still in-house and wants something out of envelope. Patients may remove some or all valuables. If only one or two items are taken from envelope, leaving something to return to safekeeping, a new envelope is filled out using same procedure.

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