



INODAYA Hospitals - Kakinada

Documentation code:

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Policy on Patient Valuables

Prepared date: 05/09/2023

Reference: PRE. 2. NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

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1.0 Purpose

- To define the process for acquisition, storage and return of patient valuables.
- To define the disposal process for unclaimed patient items.

2.0 Scope

Hospital wide

3.0 Definitions / Abbreviations

Valuables are money, jewellery, documents, and items of monetary or sentimental value that can be stored in a safe deposit box.

4.0 Responsibility

Nursing, Operations, Security

5.0 Policy

- 5.1 All patients and relatives shall be encouraged not to bring/keep valuables while getting admitted into the hospital. The Ward staff shall encourage the patient / family, on admission, to send identified valuables and patient property, back with the patient attender.
- 5.2 If not feasible, the patient / family shall be informed of **INODAYA Hospitals'** patient valuables policy and shall be encouraged to store valuables under hospital security's custody.
- 5.3 The patient / family shall do the necessary formalities (including security deposit, if any) as per the hospital policy. The patient / family shall handover the valuables to the Security Officer and an inventory of the items is maintained appropriately.

Prepared by: 	Verified by: 	Approved by: 
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Manager - Operations	Chief Executive Officer	Medical Director



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- 5.4 All valuables and belongings shall be kept in a safe custody, with appropriate identification. All due precautions shall be exercised to prevent theft or loss of the valuables.
- 5.5 Upon discharge, the patient / designee shall approach the security office. After due verification, the security officer shall release all inventoried items. The security officer and patient / designee shall sign the sheet releasing the hospital of further responsibility.
- 5.5 In the event that valuables are lost or cannot be located, the family shall report to the security officer.
- 5.6 In case the patient cannot assume responsibility for his / her valuables (for e.g. in emergency), it shall be the hospital's responsibility to safeguard these valuables/ possessions of the patient.
- 5.7 **INODAYA Hospitals'**shall be responsible only for patient valuables / possessions that is deposited with the Hospital Security for safekeeping. All patients shall be informed about the limited responsibility of hospital for protecting personal belongings.

6.0 Annexure

Nil

7.0 References

Nil

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