

FACILITY: Reading Hospital	
MANUAL: Radiology Department Manual	FOLDER: General
TITLE: Patient Valuables	DOCUMENT OWNER: All Managers
DOCUMENT ADMINISTRATOR: Administrative Director and Department Chair	KEYWORDS:
ORIGINAL DATE: 11/18/2019	REVISION DATE(S):

SCOPE:

Department of Radiology

PURPOSE:

To identify a standard procedure for securing patient valuables during imaging procedures.

POLICY:

DEFINITIONS:

PROCEDURE:

All patient valuables are to be returned to the patient at the end of their imaging exam. In areas where patient lockers are provided, patient belongings are to remain inside the locker; otherwise, patients shall always keep their belongings with them during their imaging procedure.

A. Placement of Valuables

1. Place patient clothing and other large valuables in a hospital provided personal patient belonging bag. Small valuables, such as jewelry, are to be placed in green envelopes and labeled with the patient's name and date of birth.
2. At the completion of imaging, the imaging technologist is to ensure all personal belongings are returned to the patient. This should be handed back to the patient. Avoid, when possible, placing the small green envelopes on litters.

B. Misplaced Articles

1. In case a patient or visitor has misplaced their valuables and valuables are discovered by Radiology staff. The valuable will remain in the imaging modality for 24 hours. After 24 hours, the valuables are sent to the 5th avenue lobby/R-Ground Security where valuables are logged in the computer system. The avenue lobby keeps the valuable for

24 hours. If unclaimed after 24 hours, the valuables are sent to lost/found storage in N5. Only security can obtain lost/found valuables placed in storage.

2. Hearing Aids are identified as an important personal valuable item. Hearing Aids should be delivered to the Patients Advocates office within the same day or next business day of discovery.

GUIDELINE:

PROVIDER PROTOCOL:

EDUCATION AND TRAINING:

REFERENCES:

Lost and Found: Organizational Policy
Patient Valuables and Belongings: Security

GUIDELINE:

PROVIDER PROTOCOL:

EDUCATION AND TRAINING:

REFERENCES:

COMMITTEE/COUNCIL APPROVALS:

CANCELLATION:

The content of this document supersedes all previous policies/procedures/protocols/guidelines, memoranda, and/or other communications pertaining to this document.

