SUBJECT/TITLE: PATIENT BELONGINGS

PURPOSE: Guidelines for handling patient belongings during Radiology procedure

DEFINITION: None

POLICY:
For patients who are undergoing any type of radiological procedure that requires them to change into a hospital gown and are in possession of valuables the following procedure should be followed.

PROCEDURE:

1. A relative may take charge of the valuables and belongings by request of the patient and witnessed by the clinical staff.

2. If the patient is not accompanied by a relative, valuables and belongings can be kept in the lockers located in the patient waiting or changing rooms. The patient should keep the locker locked and retain possession of the key while in the department. The patient will be responsible for his/her own property.

3. If you find items that were lost by a patient, check with reception to see if they’ve had inquiries.

4. If the receptionist desk has no knowledge of found objects, call hospital security for instructions on what to do with the valuables.