



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Handling of Patient Property	S.O.G. # 1.15
Approved by: Lair D. Haugh, Chief	Revised: 7/12/2007 Approved: 7/12/2007

Purpose:

To provide a standard guideline to assure responsible handling of patient property.

Patient Belongings:

Whenever possible patient belongings (medications, eyeglasses, purses, etc.) should be placed on the cot with the patient to reduce the likelihood of the property becoming lost, and not placed in the providers pockets or other places in the truck.

Handling of Found Property:

If the member is able to identify the owner of the property, it should be returned to the patient as soon as possible. If the property can not be returned, it should be labeled with the patient's name and the date and placed in the box labeled "Found Patient Property" in the equipment room.

Patient property that is found during truck check or property for which the owner can not be identified for any reason should be labeled with the date and the unit number and placed in the "Found Patient Property" box in the equipment room. Member should also check the "Patient Property" log book over the computer to determine if any inquiries have been made about the property. If an inquiry has been made, the member should notify the contact person identified in the log book.

Found patient property that is not claimed within 60 days will be disposed of.

Handling Inquiries About Property:

Upon receiving an inquiry about lost patient property, either by phone or in person, members should check the "Found Patient Property" box and the unit in which the patient was transported (if known).

If the property can not be found, member should note the inquiry with the date, description of the property and contact name and phone number in the "Patient Property" log book over the computer.