(A) Policy Statement

Staff are responsible for sorting out belongings left in the Kobacker Center Inpatient Unit after a patient is discharged. Staff are also responsible for appropriate disposal of these belongings.

(B) Purpose of Policy

To clear patient areas for incoming patients and to inform discharged patients of the manner of disposal of their belongings.

(C) Procedure

1. Belongings shall be bagged and marked with patient name, date, time and shall be placed in appropriate holding area on the unit.

3. Within one week after discharge, parents or guardians shall be notified by phone to inform them to pick up belongings. If parents or guardians cannot be contacted, some other significant persons such as a relative or caseworker will be notified.
   a. Inform parent or guardian that he/she can pick up belongings within 30 days after discharge.
   b. For four weeks all belongings will remain on the unit or in a storage area.
   c. Inform parent or guardian that if belongings are not picked up by that time, they will be disposed of by UTMC staff.

4. Under rare conditions the University of Toledo Medical Center will assume the responsibility of mailing personal items to discharged patients.
Approved by:

Virginia Deakin-York LPC-CR,
Mental Health Administrator 2

Date

Monecca Smith, MSN, RN
Director of Nursing/CNO

Date

Review/Revision Completed By:
Administrator Ambulatory Services & Behavioral Health
Keckner UBC

Next Review Date: 5/15/2019

Policies Superseded by This Policy: