


Name of Policy: <u>Notarization and Witnessing Services for Patients</u> Policy Number: 3364-100-60-03 Department: Hospital Administration Approving Officer: Chief Executive Officer - UTMC Responsible Agent: AVP Patient Care Services/Chief Nursing Officer Scope: The University of Toledo Medical Center	 Effective Date: 04/15/2020 Initial Effective Date: 12/1/1992
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The University of Toledo Medical Center (“UTMC”) may provide a notary public to patients who need such services. The notary public will serve as a witness to patients’ signatures on documents for personal affairs of the patients.

(B) Purpose of Policy

To provide a notary and witness service when possible to inpatients of UTMC who may need to execute personal legal documents in order to carry out their personal affairs while admitted.

(C) Procedure

1. A request for notary service from a patient will be referred to the Customer Care Center at Ext. 3606.
2. The Customer Care Center shall coordinate with available representatives of UTMC performing notary public duties to meet with the patient, evaluate the necessity and appropriateness of the request and, if proper, execute the requested service.
3. No one will serve as a notary public for one of their own family members.
4. Employees may voluntarily serve as witnesses to a patient's signature, but may not be the individual to whom the patient is giving the power of attorney (i.e. “attorney in fact”), unless the patient is a family member.
5. Any questions regarding the appropriateness of a power of attorney document will be referred to the Office of Legal Affairs.

Approved by: <u>/s/ Daniel Barbee, MBA, BSN, RN, FACHE</u> Chief Executive Officer <i>Review/Revision Completed By:</i> HAS Customer Care Office of Legal Affairs	Review/Revision Date: 10/14/93 6/1/2016 9/3/96 4/1/2021 9/23/98 8/20/01 8/4/04 8/8/07 9/29/2010 9/1/2013 Next Review Date: 4/1/2023
Policies Superseded by This Policy: 7-60-3	