(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.