


Name of Policy: Patient visitors Policy Number: 3364-120-83 Approving Officer: Chief Executive Officer Chief Nursing Officer Service Chief Responsible Agent: Chief Nursing Officer Service Chief Scope: The University of Toledo Medical Center		 Effective date: 4/2026 Original effective date: June 1, 2014	
Key words: Patient Visitors, Privacy, Safety, Inpatient Behavioral Health, Procedure			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Patient visitors are an essential component of the healing process and integral to maintaining a therapeutic milieu.

(B) Purpose

To protect the privacy and safety of patients and maintain a therapeutic milieu.

(C) Procedure

- (1) Visiting hours are maintained and managed by the Inpatient Behavioral Health Unit staff.
- (2) If the visitation hours do not meet the needs of the patient’s family/friends, another block of time may be designated with the approval of the Administrator/Charge Nurse/Designee.
- (3) All visitors must sign in arrival and agree to keep confidential the names and situations of other patients on the unit. All visitors’ identities are verified prior to permitting them to enter the unit.
- (4) If problems arise with visitors on the unit, the Administrator/Charge RN/Designee evaluates the need for security involvement. Every effort will be made by staff to

Patient Visitors

- resolve the issue to preserve the dignity and safety of all patients and visitors without involving security.
- (5) All visitors' belongings are stored in secured lockers prior to entering the unit.
 - (6) No outside food or drink is allowed.
 - (7) If visitation is contraindicated due to patient condition, the physician will document the reasons in the medical record. The individualized treatment plan should reflect the restriction as well as with goals to reintroduce visitation.
 - (8) Visitors found to be bringing contraband will be asked to discard the item (food or drink, smoking material) or remove it from the environment immediately. Refusal to do so will result in termination of visiting privileges for that person.
 - (9) The Administrator/Charge Nurse/Designee reserves the right to limit the numbers of visitors, the hours of visitation or cancel visitation for the day for legitimate therapeutic reasons.

<p>Approved by:</p> <p><u>/s/</u> Daniel Barbee, MBA, BSN, RN, FACHE Chief Executive Officer</p> <p><u>4/6/2026</u> Date</p> <p><u>/s/</u> Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer</p> <p><u>4/3/2026</u> Date</p> <p><u>/s/</u> Tanvir Singh, MD Service Chief</p> <p><u>4/2/2026</u> Date</p> <p><i>Review and Revision Completed By: Inpatient Behavioral Health Administration</i></p>	<p>Policies superseded by this policy</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: June 1, 2014</p> <p>Review/Revision Date: <i>June 2017</i> <i>June 2020</i> <i>April 1, 2023</i> <i>April 2026</i></p> <p>Next review date: 4/2029</p>
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