

 <b>University Health™</b>	<b>Policy #: Rad. Proc. 4.9</b>
<b>SUBJECT: PATIENT VALUBLES</b>	<b>Effective: 3/15/2017</b> <b>Reviewed: 3/15/2017</b>
<b>APPROVED BY: Radiology Technical Director</b>	<b>Page 1 of 1</b>

**Purpose:** To define the process for the removal of valuables from a patient in the Radiology Department and the disposition of those valuables.

**Scope:** All University Health Shreveport Radiology Sections Facilities.

**Responsibility:** All Radiology Department staff of University Health

**Procedure:**

**Definition:**

**Valuables** are money, credit/debit cards, jewelry, prescription medications, documents, and items of monetary or sentimental value

- 1. Radiology staff will ask nursing personnel to remove all valuables before bringing patient to the Radiology Department.**
- 2. If nursing staff are not available or if patient arrives in Radiology unattended, Radiology Staff will remove valuables and place valuables in a clear ziplock bag labeled with patient name and medical record number.**
- 3. Radiology staff will personally hand deliver bagged valuables to patient's nurse and request the nurse's name.**
- 4. Radiology staff will place a note in EPIC with the date, time and name of person receiving the valuables.**