


Name of Policy: <u>Reimbursement for Patient Property</u> Policy Number: 3364-100-50-24 Department: Hospital Administration Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Chief Nursing Officer Scope: The University of Toledo Medical Center	 Effective Date: 8/1/2020 Initial Effective Date: 12/1/1988
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The investigation for claims of lost, stolen or damaged patient property will be done by the Department Director or Nursing Director (or their designee) of the Department that was caring for the patient. Determination whether to reimburse the patient will be made based upon an assessment of The University of Toledo Medical Center’s (“UTMC”) responsibility for the loss. The Chief Nursing Officer will be responsible for making that determination and, if appropriate, for reimbursing the patient relative to this policy.

(B) Purpose of Policy

To provide an equitable method in which patients are reimbursed for lost, stolen, or damaged property when the preponderance of evidence regarding the occurrence is in their favor.

(C) Procedure

1. The Director is responsible to assure that a report in the Patient Safety Net system will be completed for any lost, stolen or damaged patient property. The Director will evaluate the validity of the claim and whether there is UTMC responsibility for the property. There should be no promises of reimbursement made to the patient.
2. The Director will determine if all possible measures have been exhausted in recovering missing property.
3. The Director will contact the Chief Nursing Officer to discuss further actions to be taken. The Chief Nursing Officer will determine if the request should be settled by replacing the lost, stolen or damaged property. The Chief Nursing Officer will not approve requests for reimbursement that do not involve replacement of the property.
4. Any expenditure for replacement of property will require proof of purchase. Expenditures for replacement property will be charged to a Nursing Administration account.

Approved by: _____ /s/ Richard P. Swaine, CPA Chief Executive Officer – UTMC Review/Revision Completed By: HAS Chief Nursing Officer	_____ 07/10/2020 Date	Review/Revision Date: 2/17/89 4/30/04 6/6/90 3/7/07 10/10/91 3/23/2011 6/2/93 9/1/2011 8/16/96 9/1/2014 6/30/98 8/1/2017 4/11/01 8/1/2020
		Next Review Date: 8/1/2023
Policies Superseded by This Policy: 7-50-24 - Reimbursement for Patient Property		