HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL

Lost And Found Articles

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Cross Referenced:		**Origin:**	**Environmental Services**
Reviewed Date:	**07/08, 01/11**	**Authority:**	**Chief Operating Officer**
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PURPOSE:

To define the process for reporting lost items and the handling of found items.

POLICY:

1. Hackettstown Regional Medical Center (HRMC) does not assume responsibility for lost or found items belonging to patients, visitors or employees. However, staff will make every effort to locate lost items and to notify the owners of property that is found.

2. Found articles are to be placed in a personal belongings bag. They are not to remain on units or in departments and should be forwarded to Environmental Services (ES) as soon as possible (even if owner is known).

3. Items whereby the owner is known should be tagged with the owner's name, date received and area in which items were found. The owner will be contacted, if possible, by the manager/lead of ES.

4. Manager/lead of ES will take items such as watches, glasses, dentures, hearing aids and jewelry to be stored and bagged. Items such as jewelry or money will be put in the hospital safe.

5. When the owner or representative arrives at ES to claim property, it is logged appropriately.

6. Found items will be kept:
    a) Items such as soiled clothing, bedding personal pillows, etc., will be disposed of after seven days for sanitary reasons. Extensively soiled items may be discarded earlier if needed.
    b) Clean clothing, coates, dressing gowns will be kept for thirty (30) days.
    c) Items such as jewelry, watches, dentures, etc., will be held for ninety (90) days.

7. Loss of patient valuables necessary to daily living, such as dentures, glasses, hearing aids, canes and walkers, etc., will be reported to Risk Management. Risk Management will assist in locating the items or replacing (repairing) them if it becomes necessary.

8. An incident report should be completed for items noted in No. 7.

9. ES will monitor reports for trending purposes.