


| | | | |
|---|---|------------------|-----------------|
|  | TITLE: PROTOCOL FOR HANDING OVER PATIENTS PERSONAL EFFECTS | REV NO. 0 | GRH TC- 12/2010 |
| | | DATE: 01.07.2010 | |
| | PATIENT CARE AND TREATMENT PROTOCOLS | Page 1 of 1 | |

GUIDELINES FOR HANDING OVER OF PATIENTS PERSONAL EFFECTS ARE AS FOLLOWS.

| Sl No. | Department | Role |
|--------|----------------|--|
| 1 | Hospital Staff | Identify patient personal effects and inform SN. SN enter the details in the Patient belongings handing over book and obtains signatures, when necessary, vide infra. |
| 2 | SN | In case of conscious patients, bring it either to their notice or to the notice of their by standers. |
| | | In case of cases in Casualty, bring it to their notice or to the notice of their by standers. |
| | | In case of Death of patient, or patient being dead on arrival, hand it over to the by standers, after entering in the Register with By-standers signature. |
| | | If the patient is brought dead, and there are no by standers, then SN makes a note of the items and then hands it over to the police, along with the patient particulars, and obtains the Police Officers signature in the Register. |