

SOP: Patient Belongings Inventory and Documentation

This SOP details the process for **patient belongings inventory and documentation**, including verifying and recording all personal items upon admission, securely storing valuables, regularly updating the inventory throughout the hospital stay, and ensuring the accurate return of belongings upon discharge. The goal is to maintain accountability, prevent loss or misplacement of patient property, and enhance patient satisfaction through meticulous management of personal belongings.

1. Purpose

To establish a standardized procedure for inventorying and documenting patient belongings to ensure their security, accountability, and proper return.

2. Scope

This procedure applies to all admissions, transfers, and discharges in the facility where patients bring personal belongings.

3. Responsibilities

- Nursing staff: Inventory and document patient belongings during admission, updates, and discharge.
- Security/Administration staff: Manage secure storage of valuables.
- Patient/Next of Kin: Verify and sign the belongings inventory form.

4. Procedure

- Upon Admission:**
 - Request that the patient and/or next of kin present all personal belongings.
 - Complete the **Patient Belongings Inventory Form** (see Section 5).
 - List each item in detail, specifying description, identifying marks, and condition.
 - Record valuables (e.g., jewelry, cash, electronics) separately and arrange for secure storage if needed.
 - Both staff and patient/next of kin sign the completed form.
- During Hospital Stay:**
 - Update inventory immediately if new items are added or removed.
 - Document updates on the same form, with signatures.
- Secure Storage:**
 - Label and store valuables in designated lockable storage.
 - Document storage location and responsible staff member in the inventory form.
- Before Discharge/Transfer:**
 - Retrieve all items from storage with the patient/next of kin present.
 - Review the inventory form together to ensure all items are returned.
 - Obtain signatures confirming return/completion of the inventory process.
- Discrepancies or Loss:**
 - Report any missing items according to facility policy.
 - Document actions taken and notify appropriate supervisors.
- Record Retention:**
 - Maintain completed forms in the patient's file according to facility policy.

5. Patient Belongings Inventory Form Template

Date	Item Description	Quantity	Condition	Storage Location	Remarks/Updates

Signatures:

- Patient/Next of Kin: _____ Date: _____
- Staff: _____ Date: _____

6. Related Documents

- Facility Lost and Found Policy
- Discharge Checklist
- Incident Reporting Procedure

7. Review and Revision

This SOP shall be reviewed annually or as required to ensure effectiveness and compliance with standards.