

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **CLIENTS' FUNDS AND PERSONAL EFFECTS**

ANNUAL REVIEW MONTH: April

RESPONSIBLE FOR REVIEW: **Financial Services Manager**

LAST REVIEW COMPLETED: April 2008

I. **GENERAL**

Funds/Personal Property

Clients retain the right to possess and enjoy personal property with some exceptions due to safety or medical reasons. Funds may not be taken or deposited without the client's consent except for medical reasons as ordered by the attending physician or security reasons established as service area policy. The hospital is responsible for providing reasonable safety for clients' funds in compliance with Official Code of Georgia Annotated, Section 31-7-11, Rules and Regulations of the Department of Human Resources (DHR), for Patients' Rights, Section 290-4-6.03 (3).

Personal Effects

A client's right to his/her personal effects shall be respected. The hospital may take temporary custody of such effects when required for medical or security reasons as determined by the attending physician and other members of the treatment team. In an emergency situation, any staff member is authorized to take immediate action and will request the attending physician and other members of the treatment team to make a final determination.

The hospital shall make reasonable efforts to assure the safety of the client's personal effects, but no employee or staff member shall be responsible for loss or damage to such property where the provisions of this policy/procedure and internal division policies and procedures have been followed. All clients' personal effects, including clothing, will be inventoried at the time of admission. Periodic inventory of items placed in the custody of the hospital will be made. Reasonable efforts will be made to provide safe storage for

items remaining in the custody of the client.

Clients' Clothing

The client or the client's family should provide clothing whenever possible. If the client does not have suitable clothing or resources to purchase clothing, the service area having responsibility for the client will inform the family of the client's needs. If neither the client nor the family can provide such clothing, the service area will obtain clothing at state expense. Clothing should be obtained from the Volunteer Services Apparel Shop, if possible, prior to state funds being utilized.

Clothing Purchased at State Expenses

Since each service area has clothing requirements peculiar to the type of clients within their service area, outer clothing and other required items not stocked in the warehouse will be purchased through normal procurement channels by the service areas. At the discretion of service chiefs, clothing rooms may be established within service areas to afford an opportunity for clients to make selections of clothing. Whenever the condition of the client permits, the client will be provided a secure locker for the storage of clothing. Clothing will be issued to the client for his/her personal use and will be labeled with the person's name in an inconspicuous location. When individual lockers are impractical or unavailable, arrangements will be made for each client's clothing to be stored individually in a secured area.

II. SERVICE CHIEFS' RESPONSIBILITIES

Personal Funds

- A. Service chiefs are responsible for developing internal procedures to insure that the client/legal representative is informed of the hospital's policy and procedure governing the safekeeping of clients' funds. The client/legal representative will be advised that the hospital will not be responsible for funds that the client declines to deposit with the Central State Hospital (CSH) Cashier, and will be encouraged to limit personal funds to fifteen dollars (\$15) on the unit.
- B. Service chiefs are responsible for adequate accounting and safekeeping of clients' funds and will designate specific employees to be responsible for the management/control of these funds. The Financial Services Manager, in cooperation with the service chief and designated

service area employees, will develop a system to 1) account for clients' funds; and 2) expedite the deposit and withdrawal of these funds. A copy of each service area's Clients' Funds procedure will be maintained in the Accounting Office. Revisions, as required, are to be submitted to the Financial Services Manager and are subject to his/her approval/disapproval.

Personal Effects

Service chiefs will assure that this policy is followed in their organization and will develop internal procedures to ensure the security and accountability of clients' personal effects. A copy of each division's Clients' Personal Effects Procedure will be maintained in the Financial Services Office. Revisions, as required, are to be submitted to the Financial Services Manager and are subject to his/her approval.

Clients' Purchases

Service chiefs will ensure that purchases made for clients' are necessary, appropriate, and made in compliance with Policy 4.06 SOCIAL SECURITY/MEDICARE/MEDICAID/BENEFITS FOR CLIENTS.

III. DISPOSITION OF CLIENT'S PERSONAL EFFECTS AT THE TIME OF DEATH

In compliance with the Official Code of Georgia Annotated, Section 31-7-13, a client's personal property, at the time of his/her death, will be released in the following order:

- A. To the person designated by client, in writing, at the time of admission.
- B. To the surviving spouse.
- C. Any adult child if no surviving spouse; or any person acting in loco parentis to any minor child.
- D. To either parent of the client if no surviving spouse or children.
- E. To any brother/sister of client, if none of the above.
- F. To person assuring burial of the client, if none of the above.

Approved:

This policy has been approved by the CEO and CMO on 9/8/08.

