


Section: Patient Transport
Subject: PATIENT PROPERTY
Section #: 301.07
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Approved By: 

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1. Upon finding any lost or left behind items belonging to patients or any other persons riding in the unit, an immediate attempt will be made to return the item to the patient or family member at the scene or receiving facility as soon as possible.
 - a. Any patient belongings handled in this manner will be noted and described in the narrative of the ePCR.
2. If an item is found after returning to the station, the Battalion Chief will immediately be notified and the crew shall attempt to contact and return the item to the patient or a family member.
 - a. The item(s) will be placed in a secure area in the station with that location logged in the station log.
 - b. Crews will, at the direction of the Battalion Chief, return to the scene or receiving facility to return found items.
 - c. Any patient belongings handled in this manner will be noted and described in the narrative of the ePCR.
 - d. In the event a found item cannot be returned after multiple good faith attempts by the crew and Battalion Chief, the Quality Management Chief shall be notified during normal business hours for additional direction.
3. Patient Medications:
 - a. Thorough documentation must occur for the disposition of any medications that are presented to HCFR members.
 - b. This is particularly important when dealing with controlled substances.
 - c. Document in the ePCR if the medications were *handled* by HCFR members and how they were returned to the patient.
 - i. Example: *"The patient's medications, as listed, were handled for the purpose of recording type, dose, and frequency. All medications returned to the patient at his residence" – or – "All medications returned to the patient's spouse", etc.*