

	TITLE: PROTOCOL FOR HANDING OVER PATIENTS PERSONAL EFFECTS	REV NO. 0	GRH TC- 12/2010
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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.