

INVENTORY LIST (RESIDENT'S PERSONAL INVENTORY)

PURPOSE:

To protect the resident's personal property and prevent loss.

EQUIPMENT:

1. Inventory list form.
2. Indelible marking pen (laundry marker or laundry labels).
3. Envelope for valuables if necessary.
4. Black ballpoint pen.

PROCEDURE:

1. Check all clothing and possessions with resident and/or responsible party.
2. Label resident's name legibly on all clothing in large block letters with indelible pen or apply laundry labels.
3. Record all items on the resident's inventory list.
4. Store all items in appropriate place. Store as many items as space permits on resident's unit.
5. Items that cannot be stored in resident's room are sent home with the family or responsible party.
6. Handle all money and valuables according to facility policy.
 - A. Send home with family or responsible party.
 - B. Place in envelope and send to business office for placement in safe.
 - C. Clearly list money and valuables left with resident.
7. The resident/responsible party must sign the completed inventory list.
8. The individual completing the inventory list is to witness the signature by signing complete name and title.
9. Give a copy of the inventory list to the resident or responsible party.
10. If the resident is unable to sign the inventory list and has no responsible party, list the reason the resident is unable to sign, have a second witness sign the inventory form.
11. The resident's personal inventory is uploaded to EHR.
12. Notify the Social Service Designee if the resident needs clothing.
13. List serial numbers for all large appliances (example: television, radio, etc.).
14. Label all large appliances clearly with name of resident.
15. Label and list all prosthetic devices.
16. Label and list all durable medical equipment that belongs to the resident.
17. Jewelry is described by color, not type of metal or type of stone.
18. Upon discharge, an inventory of all resident's property is to be listed. Account for all property. All valuables are to be included in the list.
19. The resident or responsible party is to verify and sign a receipt for the property received.
20. A copy of the inventory list is given to the resident/responsible party.
21. When a resident does not return to the facility or he/she expires, an inventory of the resident's property is listed, accounting for all property. The responsible party is contacted and requested to pick up the belongings. If the responsible party does not wish

to pick up the belongings, instructions for sending or disposing of property are to be documented and signed by a witness.

22. The resident's personal property may be sent to the mortuary with the body. The mortician is requested to sign a receipt for the property accepted. (Glasses, dentures, jewelry on the body).