POLICY
All lost and found articles will be returned and/or disposed of in an effective and efficient manner. Lost and found articles are kept in a secure location (the safe) and managed by the Registration staff.

PROCEDURE
During the hours of 0700 to 2200 - all inquiries regarding lost and found items are to be made at the Registration Desk, extension 6100. Outside the above hours - contact Emergency at 6111.

1. Found Articles
All found articles must be documented in the Lost and Found Book, and placed in a clear plastic bag or envelope and clearly marked with the owner’s name and contact information (if known), date, and area found.

A. Patient items left behind in areas such as Acute Care and ER, where ownership of found item is known - unit personnel are to contact the patient directly.

B. Investigating Found Property
When an item is received, attempt to locate the owner by:
- Observing any identification found on the item, and make contact.
- Checking the “Lost and Found Record” (located at the Registration desk) to see if someone has reported the item missing, and to contact the owner if the item is in the record.

2. Lost Articles
A. If a patient or visitor inquiries about a lost item, refer them to the Registration Department, extension 6100, from 0700 - 2200. Outside the above hours - contact Emergency at 6111.

B. Proof of identification may be requested upon pickup of a Lost and Found article.

3. Documentation and Storage of Items
- Inquiries regarding lost and found items are to be documented by the Registration staff, and the record of these items will be kept in the Registration Department.
All found items will be tagged with the date and area found and then stored in the Registration Department.

a. **Valuable Items:** These items include articles such as jewelry, cell phones, electronics, and prescription glasses. Valuable jewelry and cell phones will be kept in the safe. These items will be stored for 60 days. Unclaimed items will be turned over to the City of Camrose.

b. **Money:** That has been turned in will be stored in the safe for 60 days. After 60 days, any unclaimed money will become revenue of St. Mary’s Hospital in support of fundraising initiatives.

c. **Medication:** All medication will be handed over to the Pharmacy Department immediately. They will notify the issuing pharmacy.

d. **Clothing and Personal Effects:** Valued over $100 will be stored for 30 days. Unclaimed items will be turned over to the City of Camrose.

e. **Non-valuable items:** Include clothing valued under $100, hats, gloves, scarves, clean beverage containers and sunglasses; these will be stored for 30 days and then donated to the Emergency Clothing Depot.

f. **Keys:** Will be stored for 60 days and then turned over to the City of Camrose.

g. **Deceased Belongings:** Arrangements will be made by the unit staff with the next of kin to retrieve the items. If the items are not claimed they are to be turned over to the Registration Department and will be stored for 90 days. After 90 days, non-valuable items will be donated to the Emergency Clothing Depot.

h. **Soiled & Damaged Property:** Will not be stored and will be disposed of immediately.

i. **Illegal or illicit items:** Will be immediately turned over to the City Police.

4. **Release of Items**
   - Individuals who claim their items must do so in person. A representative may be appointed, but they may be required to provide a letter of permission from the owner. Alternatively, arrangements can be made to ship the item with payment via credit card received prior to shipping.
   - Under certain circumstances, and at the discretion of the Site Administrator and Manager of Registration, the hospital may pay to return items.

Audit of unclaimed items shall be conducted monthly by the Registration staff and disposed of in the appropriate manner as outlined above. The results of the monthly audit will be entered into the Lost and Found Record.