

POLICY DOCUMENT

Policy Title:	Accounting for Patients' Monies & Patients' Property
Policy Group:	Finance
Policy Owner:	Finance Manager
Issue Date:	August 2022
Review Period:	36 Months
Next Review Due	August 2025
Author:	Tim Bailey
Cross References:	Policy on Admission, Discharges and Deaths Patients' Guide
Evidence:	External audit
How implementation will be monitored:	Finance Manager
Sanctions to apply for breach:	Possible disciplinary action
Computer File Ref.	O:risk management/policies/finance
Approved by MT:	3 rd August 2022
Sign-off by CEO:	



Purpose

To set out the accounting practice for funds held on behalf of individual patients and procedure for dealing with patients' personal property.

Policy Statement

Funds may be held by the Hospital on behalf of patients and accounted for through Hospital accounting procedures where:

1. Patients are unable to manage their own financial affairs and do not have relatives willing and able to act on their behalf, or
2. Patients are able to manage their own financial affairs but request the Hospital to provide this service.

The Hospital will act in the best interests of patients when handling their money, but will not provide an investment service or seek to maximise a return on the money.

Patients' Monies will be maintained in a designated bank account separate from the Hospital's main operating bank accounts. A record of each Patient's balance will be maintained, and authorisation and accounting procedures and controls are in place to govern the use and security of the funds (see Appendix A).

Every 6 months a statement of account for each patient, showing all transactions and the balance at the end of the period, will be sent to each patient, or to their authorised personal representative.

Patients Property

The Hospital does not accept responsibility for damage to, or theft of, personal property and so patients are advised not to keep items of value in their room. A record of valuable or significant personal items is created on admission by ward staff and thereafter maintained and updated in discussion with the patient or their designated representative. Small items of value may be deposited in the safe in the Accounts office.

Persons Responsible for Implementation of this policy

The Finance Manager has responsibility for ensuring compliance with this policy.

The Ward Sisters are responsible for ensuring that valuable personal items are recorded and returned to patients or relatives on discharge or death, assisted in this by the ward administrator.

The Finance Manager provides reports on the stewardship of patient funds to the Chief Executive as and when required, and prepares the 6 monthly statements for patients or their representatives.

Review

This policy has been reviewed for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

APPENDIX A

PROCEDURES applying to Patients' Monies and Property

General

1. Patients' monies are to be kept in the name of Holy Cross Hospital patients account in a bank account separate from the Hospital bank accounts.
2. A full record will be maintained for each patient showing money in and out so that an accurate balance of money held can be known at any time, and statements of account will be produced every 6 months by the Finance Manager, or at anytime upon request.
3. Any benefits and allowances received by patients from DWP are treated as personal income, unless specifically stated otherwise in a written agreement signed by the patient or relative.
4. If no close family are available to handle the financial affairs of a patient who lacks capacity, the Chief Executive must be consulted.

Recording

5. Entries in the patient's personal account will be supported by suitable accounting evidence, such as invoices for hairdressing and receipts for purchases from shops. For larger purchases, if these are to be charged to the personal account, it is necessary to obtain pre-authorisation for the spend from the patient or the authorised person acting the patients' behalf.
6. The bank statement for patients' monies is reconciled monthly by the Finance Manager.

Patients' Outings

7. Patients are not charged for outings organised by the Hospital.

Shopping

8. Holy Cross Hospital may sometimes, if requested by a patient or relative, provide a personal shopping service. This will involve purchasing items specified by the patient or relative, or authorised by the Ward Sister as being for the benefit of the patient.

Personal Property

9. On admission ward staff will compile a list of personal property brought in by a patient. Small items of value, or important documents, will be placed in a sealed envelope and kept in the safe in the Accounts office. The ward administrator will keep a list of the items so deposited in the safe.

10. On the discharge or death of a patient the ward administrator will ensure that any valuables or documents held in the safe are returned to the appropriate person.