



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

REIMBURSEMENT FOR DAMAGE/ DESTRUCTION OF HOSPITAL PROPERTY

Effective Date: May 22, 2020

Policy: BS-05

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- I. PURPOSE:** To encourage patients to be responsible for their behaviors.
- II. POLICY:** It is the policy of Montana State Hospital (MSH) to have an organized procedure to provide reimbursement for the destruction/damage of hospital property or employee property; i.e. broken glasses.
- III. DEFINITIONS:**
 - A. **Damage:** Impairment of the usefulness or value of property; harm.
 - B. **Destruction:** The act of destroying; the condition or fact of being destroyed; the cause or means of destroying.
 - C. **State Property:** Refer to MSH Policy and Procedure Manual, Volume I, Section III, BS-01.
- IV. RESPONSIBILITIES:**
 - A. Patients are held responsible and accountable for damage or destruction of property while residing at MSH.
 - B. MSH employees are responsible for completing an Incident Report form and notifying the Nurse Manager or designee on duty whenever State Property is damaged or destroyed.
 - C. The nurse manager on the patient's unit will review the incident and discuss with patient's treatment team. The nurse manager must notify the program manager who will work with the patient's social worker to ensure communication of the patient's financial status to the Business Office. The program manager must notify the Business Office of the patient's financial status within five working days.
 - D. The maintenance department and property manager will be contacted to assess damage and complete repairs. The maintenance department will provide an itemized invoice to the Business Office.

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E. The patient's social worker will coordinate with the treatment team, patient, and Business Office.

F. The Business Office will ensure proper accounting procedures are followed.

V. PROCEDURE:

A. This policy must be explained to all patients at the time of admission. The patient must sign the attachment at this time.

B. Safety concerns must be met first. Damaged or destroyed property is to be rendered harmless to the treatment environment (i.e., maintenance department or heating plant to be notified and remove broken glass).

C. Incident reports will be completed by staff at the time of the incident and placed in the nurse manager's basket.

D. The nurse manager or designee on patient's treatment unit will send original incident report to the safety officer.

E. The nurse manager or designee will alert the treatment team. The treatment team will discuss with the patient the consequences of his/her behavior.

F. The program manager will work with the patient's social worker to provide the Business Office with the name of the patient's payee representative and information relating to the patient's personal funds.

G. The safety officer will forward a copy of all incident reports which indicate property damage by a patient to the Business Office.

H. The Business Office after receipt of incident report will contact the facility maintenance manager or property manager, will prepare an invoice of damages, and will coordinate with the program manager to facilitate repayment. The Business Office will provide the program manager with an itemized invoice that identifies the cost of repairing the damage. The Business Office will provide the program manager with a quarterly statement which identifies the patient's outstanding balance.

I. The Program Manager/Social Worker is to submit the completed long form (provided with invoice) to Patient Accounts. The long form instructing of a monthly, one time, etc. payment(s) will be logged and paid out per the specifications. Receipt of payment will be kept in Patient Accounts Office.

VI. REFERENCES: The American Heritage Dictionary.

VII. COLLABORATED WITH: Business Office, Safety Officer, Social Worker Supervisor.

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- VIII. RESCISSIONS:** BS-05, *Reimbursement for Damage-Destruction of Hospital Property* dated April 21, 2016; BS-05; *Reimbursement for Damage-Destruction of Hospital Property* dated May 3, 2011; BS-05; *Reimbursement for Damage-Destruction of Hospital Property* dated December 1, 2007; BS-05; *Reimbursement for Damage-Destruction of Hospital Property* dated November 17, 2004; BS-05; *Reimbursement for Damage-Destruction of Hospital Property* dated March 15, 2002; Policy BS-05, *Reimbursement for Damage/Destruction of Hospital Property* dated October 1, 2001.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per M.C.A. § 307-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Chief Financial Officer.
- XII. ATTACHMENTS:** For internal use only.
- A. Business Office Invoice
 - B. Financial Responsibility for Hospital Property

Signatures:

Kyle Fouts
Hospital Administrator

Tracey Thun
Chief Financial Officer