



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### PATIENT GIFT GIVING, TRADES AND EXCHANGES

**Effective Date:** March 26, 2019

**Policy:** TX-28

**Page 1 of 2**

- I. PURPOSE:** To address issues related to buying, selling, trading, or gift giving of personal property or money involving people receiving services at Montana State Hospital (MSH).
- II. POLICY:** MSH staff will make every reasonable effort to prohibit patients at MSH from:
- A. buying personal property from other patients,
  - B. selling personal property to other patients,
  - C. trading or exchanging personal property,
  - D. giving money to other patients.

When staff discover such exchanges or trades have occurred, staff will make reasonable efforts to return the property or money to the original owner.

MSH staff will evaluate patient requests to give money, property, or gifts to family, friends, charities, or other individuals or organizations outside of the hospital. Requests such as birthday presents, or holiday gifts may be approved if they are reasonable and affordable for the patient.

Patient gift giving, trading or exchanges with staff members is strictly prohibited.

- III. DEFINITIONS:** None.

- IV. RESPONSIBILITIES:**

All MSH staff members are responsible for following this policy.

- V. PROCEDURE:**

Staff with knowledge of a transaction, trade, sales, etc. between patients will take reasonable action to prevent the transaction or return property and money to the original owner. Staff will notify supervisors of actions taken and documentation will be entered into the progress notes.

- VI. REFERENCES:** None.

- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Nursing, Director of Clinical Services.
- VIII. RESCISSIONS:** TX-28, *Patient Gift Giving, Trades and Exchanges* dated April 8, 2014; TX-06, *Gifts, Sales, Trades, and Solicitation* dated June 1, 2010; TX-06 *Gifts, Sales, Trades, and Solicitation* dated August 15, 2007; TX-06 *Gifts, Sales, Trades, and Solicitation* dated July 28, 2004.
- 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 ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Hospital Administrator.
- XII. ATTACHMENTS:** None.

Signatures:

Kyle Fouts  
Interim Hospital Administrator

Thomas Gray, MD  
Medical Director