



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PATIENT GIFT GIVING, TRADES AND EXCHANGES

Effective Date: April 8, 2014

Policy #: TX-28

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- 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.
- II. POLICY:** Hospital staff will make every reasonable effort to prohibit people receiving services at Montana State Hospital (patients) 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 that such exchanges or trades have occurred, staff will make reasonable efforts to return the property or money to the original owner.

Hospital 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 the 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:** Clinical and Administrative Management Staff

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- VIII. **RESCISSIONS:** #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. **REVIEW AND REISSUE DATE:** April 2017
- XI. **FOLLOW-UP RESPONSIBILITY:** Hospital Administrator
- XII. **ATTACHMENTS:** None

_____/____/____
John W. Glueckert Date
Hospital Administrator

_____/____/____
Thomas Gray, MD Date
Medical Director