THEFT OF CONTROLLED SUBSTANCES

Policy #: CP283

NHPCO Standard(s): BOD Approval/Review 08/26/14
Regulatory Citation(s): COPs 418.106e

POLICY

High Peaks Hospice (HPH) will not be responsible for the theft of controlled substances placed in a patient’s home. The patient or caregiver/family will notify the authorities if controlled substances are stolen from a patient’s home. HPH is to be notified of the incident and will document it in the patient’s medical record.

PROCEDURES

1. The patient/family will be notified of the procedures for storing and safekeeping of controlled substances when necessary.
   a. A locked box can be provided for storing controlled substances when needed.
   b. It is the patient/family’s responsibility to notify the local authorities if controlled substances are stolen from the home.
   c. The patient/family are to notify HPH immediately to determine if the stolen items need to be replaced.

2. The Registered Nurse (RN) Case Manager will fill out an “Incident Report” within 24 hours of being notified and forward it to the Patient Care Coordinator (PCC). The incident will be noted in the patient’s medical record.

3. The PCC will notify the Executive Director/Chief Operating Officer immediately if the loss is over $2,500. (See Clinical Policy “Incident Reporting” CP230 for more information.)

4. HPH will maintain a file on the incident. Information may be used for Quality Assurance and Performance Improvement purposes.

LAST REVIEW DATE: PCCs 04/23/14, Clinical Comm 07/29/14, ED and Admin 08/13/14

LAST UPDATED: Clinical Comm 07/29/14, Comp Coord 07/2314, 09/01/18

BOARD APPROVAL: August 26, 2014