

79353 Patients' Monies and Valuables

(a)

No licensee shall use patients' monies or valuables as its own or mingle them with its own. Patients' monies and valuables shall be separate, intact and free from any liability the licensee incurs in the use of its own or the institution's funds and valuables.

(b)

Each licensee shall maintain accurate records of patients' monies and valuables entrusted to its care. Such records shall include but not be limited to: (1) A control account for all receipts and expenditures kept current with columns for debits, credits and balances. (2) An account for each patient with supporting vouchers filed in chronological order and kept current with columns for debits, credits and balances.

(1)

A control account for all receipts and expenditures kept current with columns for debits, credits and balances.

(2)

An account for each patient with supporting vouchers filed in chronological order and kept current with columns for debits, credits and balances.

(c)

Records of patients' monies and other valuables entrusted to the licensee for safe

keeping shall include a copy of the receipt furnished to the patient or to the person responsible for the patient.

(d)

Patients' monies entrusted to the CDRH shall be kept in a fireproof safe on the premises of the CDRH or deposited in a demand trust account in a local bank authorized to do business in California and whose deposits are insured by the Federal Deposit Insurance Corporation. A county CDRH may deposit such funds with the county treasurer.

(e)

Upon discharge of the patient, all refunds due and all money and valuables of that patient which have been entrusted to the licensee shall be surrendered to the patient in exchange for a signed receipt. Money and valuables kept within the CDRH must be surrendered upon demand and those kept in a demand trust account or with the county treasurer must be made available within three normal banking days.

(f)

Upon change of ownership of a CDRH, a written verification by a public accountant of all patients' monies which are being transferred to the custody of the new owners shall be obtained by the new owner in exchange for a signed receipt.