

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 7:15

DATE: June 1983

SUBJECT: Patients' Stolen or Destroyed Personal Property
Applicability: H

I. Purpose

To establish a procedure for the reimbursement of patients' stolen or destroyed property.

II. Authority

Recommendation for payment will be in accordance with P.L. 1982, Chapter 40, Section 25, (the Appropriation Handbook is the reference for this information).

III. Responsibilities

It is the responsibility of the Business Manager of the institution, as co-endorser of claims, to oversee the filing of claims for reimbursement of patients' stolen or destroyed personal property, i.e., to review the information and facts presented, and to approve and certify those claims which are considered reasonable. The concept of "reasonableness" is a legally recognized and often used measure of behavior in litigating claims involving damages and restitution and will be considered prior to approving any claims.


IV. Procedure

A. Insurance

All first party insurance sources, such as comprehensive insurance coverage, should be exhausted before the Department will consider a claim.

B. Documentation

Each claim submitted by a patient must be fully documented. The patient/resident, a parent, or a legal guardian should submit a detailed report and statement by the patient/resident on appropriate State forms, i.e., form 50/54, Claim for Damaged Property of Employee's (Patients/Residents) form, and Supporting Statement of Claims for Damaged Property of Employees (Patients/Residents) form.


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