



## EMR Quick Reference Guide

### Documentation - Valuables and Belongings Form

This QRG explains the process for completing the Valuables and Belongings on a patient's admission

1. Once the **Risk Assessment** and **Basic Admission Assessment** are completed the **Valuables and Belongings Powerform** will open.

The screenshot shows the 'Valuables/Belongings' form in progress. The form is titled 'Valuables/Belongings' and includes sections for Patient Search Completed, Reason Patient Search Not Completed, Belongings Sent Home With, and Safe Envelope Number. Below these are tables for Clothes, Jewelry, and Miscellaneous items, each with columns for Description, At Bedside, Sent Home, and Sent to Security.

2. If the form is **complete** select the **green tick** to sign and verify the form, this will **remove** the task from the **Activity page**.

The screenshot shows the 'Valuables/Belongings' form with a green tick icon in the top right corner, indicating it is complete.

3. If the form is **incomplete** select the **save** button to save the document, this will **leave** the document on the **Activity page**.

The screenshot shows the 'Valuables/Belongings' form with a save button highlighted in red, indicating it is incomplete.