

Manual M-1, Operations. Part VII, Building Management Service

**Chapter 9, Clothing, Incidentals, and Services for Patients (Sections I through VI;
Paragraphs 9.01 through 9.55)**

This document includes:

Title page and verso for M-1, Part VII, dated **June 3, 1968**
Contents and Rescissions pages for M-1, Part VII, dated **March 14, 1994**
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Change 12, dated **February 13, 1980**

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Interim Issue 10-84-14, dated **May 24, 1984**
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Change 12, dated **February 13, 1980**
Change 7, dated **November 30, 1972**

PART VII

M-1

VETERANS ADMINISTRATION

DEPARTMENT OF MEDICINE AND SURGERY MANUAL

OPERATIONS



PART SEVEN

BUILDING MANAGEMENT SERVICE

WASHINGTON, D.C. 20420

JUNE 3, 1968

M-1, Part VII

Department of Medicine and Surgery
Veterans Administration
Washington, D.C. 20420

June 3, 1968

Part VII, "Building Management Service," VA Department of Medicine and Surgery Manual M-1, "Operations," is published for the compliance of all concerned.

H. M. Engle

H. M. ENGLE, M. D.
Chief Medical Director

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RESCISSIONS

The following material is rescinded:

1. COMPLETE RESCISSIONS

a. Manuals

Changes 1, 2, [3, 4, 5], 6, 8, [9, 10, 11, 12, 13, 14, 15, 16 and 20] M-1, part VII
M-1, Part VII, Chapter 8, dated November 2, 1990, and changes 1 and 2

b. Interim Issues

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CHAPTER 9. CLOTHING, INCIDENTALS AND SERVICES FOR PATIENTS

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**CHAPTER 9. CLOTHING, INCIDENTALS AND
SERVICES FOR PATIENTS****SECTION I. GENERAL****9.01 POLICY AND RESPONSIBILITY**

a. The Chief of Building Management is responsible for receipt, storage and release of patient clothing, effects and valuables and related functions, and for the administration of PAP (patient assistance program) which includes primarily the procurement and delivery of clothing, incidentals and services at VA expense. (See secs. V and VI for exceptions.) The Chief of Medical Administration is responsible for determining eligibility for the PAP and advising the Chief of Building Management of initial eligibility and subsequent changes affecting entitlement for this program. The Chief, Domiciliary Operations, will determine eligibility at stations which do not have a Chief of Medical Administration. The nurse in charge of the ward, or her designee, will be responsible for storage and issue of incidentals. The Chief of Building Management is also responsible for providing laundry service for patient clothing, and pest control and housekeeping services for central storage areas. In facilities where patients are permitted to wear street clothing, the treatment team is responsible for assuring maximum therapeutic benefit from participation in selection, responsibility for, and maintenance of such clothing. At stations where the Veterans Canteen Service provides haberdashery service, the Canteen Officer is responsible for providing required assistance in selection and proper fitting of clothing purchased by patients.

b. An inventory will be maintained of valuables accepted for safekeeping.

c. When space and funds are available, individual clothing lockers will be obtained and located on wards for storage of patients' clothing and effects.

d. Clothing rooms will be used to store clothing and effects in the absence of lockers and to store seasonal clothing and excess items which cannot be stored in lockers. Clothing and other apparel will be protected against dust by the use of individual protective covers. Reasonable protection will be afforded to prevent loss of clothing and effects.

e. When VA laundry facilities are used, all personally owned clothing which a patient is permitted to wear will be properly marked. Marking of personally owned clothing is not required when a patient uses other laundry facilities at his own expense.

f. Local written procedures will include provisions for the safekeeping of valuables and the storage of clothing and effects of patients scheduled for surgery and those who are seriously ill.

g. As used in this chapter, the term "patient" means patients receiving bed care in hospitals, nursing home care units and care in domiciliaries. A long term patient is a patient whose length of stay is expected to be 30 days or longer.

9.02 CLOTHING TO BE WORN BY PATIENTS

a. Hospital clothing (pajamas, robes, convalescent suits, slippers) will be provided patients when required.

b. A long term patient may be permitted to wear street clothing.

9.03 AUDIT OF VALUABLES AND SYSTEMATIC REVIEW OF PAP

A designee of the Chief of Building Management will conduct a complete audit of valuables and a systematic review of PAP at least semiannually. The audit of valuables will ascertain whether all items are properly listed on VA Form 10-2637, Valuables Inventory Envelope; required signatures are placed on the envelope; and whether all withdrawals are recorded. The review of PAP will serve to terminate eligibility of patients who are no longer eligible for the program, and aid in monitoring the cost of this program. The Chief of Medical Administration will provide required assistance in reviewing eligibility of patients in PAP incident to this systematic review.

9.04 - 9.06 (Reserved.)

SECTION II. PROHIBITED POSSESSIONS

9.07 GENERAL

During their period of care patients will not be permitted to have the following items in their possession:

- a. Firearms, ammunition or weapons of any type.
- b. Illicit drugs.
- c. Medicines other than prescribed by the attending physician.
- d. Intoxicating beverages.
- e. Any other article specified by the Director.

9.08 FIREARMS, AMMUNITION AND WEAPONS

Patients with firearms, ammunition or weapons will be required to surrender them to the hospital police. (See DM&S Supp., MP-1, pt. I, ch. 2, sec. B.)

9.09 ILLICIT DRUGS

Drugs of the narcotic, stimulant, depressant, and hallucinatory category, and related paraphernalia, found in the possession of a patient will be confiscated promptly and turned over to the hospital police for disposal.

9.10 MEDICINES

all drugs brought into the medical center by patients will, upon admission, be turned in to Pharmacy Service.

a. Medicines will be stored when the patient is admitted and returned to him on release from inpatient care. Prior to storage, medicines will be made available routinely or on request to the attending physician and/or Chief, Pharmacy Service, for the purpose of identification.

b. Self-medication will be authorized by the attending physician on VA Form 10-1158, Doctor's Orders.

9.11 INTOXICATING BEVERAGES

A beneficiary who has intoxicating beverages in his possession at the time of admission will be advised that he cannot keep them in his personal possession. If he is unable to relinquish possession of this type property to a responsible representative, it will be destroyed. Intoxicating beverages found in the possession of a patient during inpatient care will be handled in an identical manner.

9.12 OTHER ARTICLES

Articles other than those specified in paragraphs 9.07 through 9.11 which in the judgment of the Director should be prohibited, will be disposed of or stored as he determines.

9.13 NOTICE CONCERNING PROHIBITED ITEMS

A notice will be posted in all admission offices and on all patient bulletin boards clearly indicating the prohibition against the possession of those articles described in this section, and the required disposition thereof. Information concerning prohibited items will also be included in any printed instruction or guide furnished to the patient.

9.14 DISCIPLINARY ACTION

If, after admission, it is discovered that a patient who is capable of understanding his actions concealed any prohibited articles at the time of admission or has received or brought in, or completed arrangements to receive or bring in, any such article, appropriate remedial or disciplinary action will be initiated. The provisions of M-1, part I, chapter 1, apply.

9.15 - 9.16 (Reserved.)

SECTION III. PERSONALLY OWNED EFFECTS**9.17 ADMISSIONS**

a. Clothing, baggage, effects, and valuables received for storage will be inspected in the presence of either the patient or his responsible representative to identify valuable and to determine whether there are any prohibited articles. An alphabetical index file in the clothing room will indicate hanger number, bin number, etc., and whether valuables are in storage.

b. Patients or their responsible representatives will be advised that valuables and funds will be accepted for safekeeping and that the VA will not assume any responsibility for the loss of valuables remaining in the possession of patients. A notice to this effect will be posted in admission waiting rooms and clothing rooms, and on patient bulletin boards. At the time of admission, the patient will be encouraged to place all articles which are excess to his needs, particularly excess baggage and articles of intrinsic value, in the custody of his responsible representative.

c. A patient who will have minimal or no need for clothing while hospitalized, will be requested to limit the clothing he brings with him. If the patient is to wear street clothing while receiving care, a list of anticipated requirements will be furnished him or his responsible representative in advance of admission if possible. Any additional clothing needs will be determined at time of admission and the patient or responsible representative will be requested to obtain the needed items.

d. When a patient is unable to obtain necessary clothing, the Chief of Medical Administration will contact his responsible representative regarding need for additional funds.

e. Clothing accepted for storage which requires decontamination or laundering will receive such treatment before the clothing is stored.

9.18 VALUABLES

a. Valuables and articles of intrinsic value (including unendorsed checks, drafts, promissory notes, bonds, other securities, etc.) will be placed in VA Form 10-2637, Valuables Inventory Envelope, and identified by patient's name and social security number. Items will be described on the exterior of the envelope. Articles too large for storage in the valuables inventory envelope will be described thereon, tagged, and placed in safekeeping. The signature of the patient or responsible representative and VA employee will be obtained on the envelope. If the patient is moribund or incapable of understanding the significance of the inventory of valuables and is unaccompanied, a second employee will witness the accuracy of the inventory. VA Form 10-2637 will not be initiated for a patient unless he has valuables to be stored.

b. When a patient makes a partial or temporary withdrawal of valuables, the items withdrawn will be lined out on VA Form 10-2637 and the patient's signature obtained. When items are returned for deposit the procedure described in subparagraph a, above, will apply.

9.19 PROVISION FOR 24-HOUR SERVICE

The Chief of Building Management will make arrangements for the acceptance and release of clothing, valuables and effects incident to admissions and dispositions during all hours. A representative of the Chief of Medical Administration may perform these functions during other than regular duty hours when a designee of Chief of Building Management is not on duty.

9.20 EXCESSIVE OR UNSERVICEABLE ITEMS

a. When personally owned items are in excess of needs, the responsible representative of the patient will be asked to remove the item(s) from storage.

b. A designee within Building Management will determine when personally owned clothing becomes unserviceable and destruction is warranted.

9.21 DISCHARGES OR RELEASES TO NON-BED CARE

When a patient presents a clearance slip, all valuables deposited will be returned to him and his signature or that of his representative obtained on VA Form 10-2637, Valuables Inventory Envelope. No record will be maintained of clothing and other effects returned. Items not available at time of discharge will be shipped at VA expense in accordance with VA Regulation 4806. Disposition of VA Form 10-2637 will be made in accordance with DM&S Records Control Schedule 10-1.

9.22 AUTHORIZED ABSENCE

When a patient is departing on authorized absence, valuables, clothing and effects which he does not require during his absence may be retained in storage.

9.23 UNAUTHORIZED ABSENCE

a. When a patient leaves without permission or fails to return from an authorized absence, a Building Management designee or in his absence a Nursing Service designee will collect all funds, valuables, clothing, and other effects left by the patient for delivery to the designated store room.

b. Provisions of M-1, part I, chapter 8, apply for collection of funds.

c. Valuables, clothing and effects will be inventoried and listed on VA Form 10-2687. An individual listing of each article considered to be valuable plus a single entry "miscellaneous clothing" will usually satisfy the requirements provided by VA Regulation 4803.

9.24 PERSONAL EFFECTS LEFT ON THE PREMISES

FL 10-88 will be used to advise the patient or his responsible representative of valuables, personally owned clothing and effects left on the premises and not claimed subsequent to departure of the patient. If a reply is not received within 90 days which results in the removal of the items, they shall be sold, used or otherwise disposed of as determined by the Director or his designated representative. (See VA Regulations 4803 through 4818.)

9.25 TRANSFERS

Provisions of M-1, part I, chapter 11, apply.

9.26 DEATHS

Provisions of M-1, part I, chapter 14, apply.

9.27 - 9.28 (Reserved.)

SECTION IV. CLOTHING, INCIDENTALS AND SERVICES AT PATIENTS' EXPENSE

9.29 OBTAINING CLOTHING

a. Clothing to be purchased from patients' personal funds for which the Director is trustee will be limited to amounts necessary to meet reasonable needs during inpatient stay. Guidelines will be established locally designating type and quantity of clothing to be furnished.

b. Personally owned clothing for patients with restricted funds will be obtained as provided in M-1, part I, chapter 8. Patients with unrestricted accounts will be encouraged to provide themselves with adequate amounts of clothing.

9.30 SPECIAL CLOTHING FOR WEARING WITH PROSTHESES

a. The provisions of M-1, part II, chapter 2, apply. The cost of these items will not be charged to PAP.

b. Special clothing which has become unserviceable will be processed in the same manner as provided for unserviceable personally owned clothing.

9.31 ALTERATIONS, DRYCLEANING AND SHOE REPAIR

These services are usually available at stations with long-term patients through the Veterans Canteen Service. For patients with restricted accounts, the provisions of M-1, part I, chapter 8, apply. Shoe repairs, if available, may be obtained from the PM&R Service at rates established by the Director.

9.32 BARBER AND BEAUTICIAN SERVICES

a. Barber and beautician services consists of haircutting and shaving for male patients and cutting, shampooing and/or waving or setting of hair for female patients.

b. Patients will be encouraged to participate in self-care programs to the maximum extent possible. Veterans Canteen Service will provide service for those patients who are medically determined to be incapable of providing service to themselves. Ambulatory patients will be expected to visit the shop for barber or beautician service.

c. Expenditure for other services may be authorized for therapeutic purposes.

9.33 - 9.37 (Reserved.)

SECTION V. CLOTHING AND SERVICES AT VA EXPENSE

9.38 AMOUNT AND TYPE OF CLOTHING

Directors of stations will determine the amount and type of clothing which may be issued to supplement personally owned clothing of patients placed in PAP. Such factors as length of time required for laundering or drycleaning and local climatic conditions, will be considered in arriving at this determination.

9.39 PROCUREMENT OF CLOTHING AND CLOTHING SERVICES

a. Clothing and clothing services will be obtained from the VA Canteen Service by use of VA Form 10-5096, Request for Service and Article, or from the Supply Division on VA Form 07-2237, Request, Turn-in and Receipt for Property or Services. When issue is made from stock, an overprinted VA Form 3230-1, signed by a Building Management designee will serve as the authorization. Donated items in good condition and properly fitted may be used to supplement VA issue.

b. The provisions of M-1, part II, apply to repairs, reweaving, and/or special linings for clothing due to wearing of prostheses.

c. Eligible patients who require clothing will be furnished an authorization of VA issue clothing. For therapeutic reasons the patient should be allowed to select his own clothing to the extent that he is capable. A sufficient variety of clothing will be available to avoid the appearance of uniformity and care will be taken to assure proper fit.

9.40 REPLACEMENT OF CLOTHING

VA issue clothing items will be replaced when they are no longer serviceable or when they no longer fit and cannot be economically altered. Unserviceable items will be destroyed by a designee of the Chief of Building Management. When patients who are capable of understanding their actions have contributed to loss or destruction of VA issue clothing, appropriate disciplinary action will be taken as provided in M-1, part I, chapter 1.

9.41 PROTECTIVE CLOTHING AND UNIFORMS

Directors may authorize protective clothing, uniforms and accessories for patients engaged in physical activities, rehabilitation therapies or other treatments, detail assignments or for patients who are untidy or destructive. This is custody receipt property and will be returned to its point of issue regardless of its condition. Periodic inventories will be made by the employee charged with custodial responsibility for the clothing. Costs of these items will not be charged against PAP.

9.42 SHOE REPAIR

- a. Orthopedic shoes will be repaired as provided in M-1, part II, chapter 5.
- b. Shoe repair by contractor will be obtained by use of VA Form 07-2237. In addition, VA Form 10-2933, Shoe Repair Tag, may be used.
- c. Shoe repair may be obtained from PM&R Service when available.

9.43 LAUNDRY SERVICES

Laundry services in support of treatment programs will be furnished. (See ch. 6.) Clothing sent to the laundry will be clearly marked. Patients may be made responsible for obtaining their own laundry service when therapeutically indicated.

9.44 DRYCLEANING

Drycleaning services will be obtained from Veterans Canteen Service or through Supply Division.

9.45 BARBER AND BEAUTICIAN SERVICES

a. Directors may assign the responsibility for obtaining barber and beautician services to the Chief of Building Management or Chief of Medical Administration. Policy contained in paragraph 9.32 applies to eligible patients. VA Form 10-5096, Request for Service or Article (VCS), or VA Form 10-5096a, Multiple Request for Barber Service (VCS), may be used to obtain service. After the service has been completed, the patient or a responsible employee will sign the request for only those services authorized and rendered.

b. An authorized official will receipt for the services by signing a statement on the bill as follows: "Patients listed are entitled to receive the services which have been provided as ordered."

c. At the discretion of the Director, shaving of incapacitated patients may be provided by nursing assistants.

9.46 UNSERVICEABLE CLOTHING

When VA issue clothing becomes unserviceable it will be destroyed.

9.47 CLOTHING FOR AUTHORIZED ABSENCES

Patients may be permitted to wear or take away such articles of VA issue clothing as determined necessary by the Director or his designee. The patient or his responsible representative will be informed that if he fails to return from such absence he will be required to return any items in excess of those allowed on discharge.

9.48 CLOTHING WHICH MAY BE RETAINED ON DISCHARGE

A patient will not be issued or permitted to retain VA issue clothing on discharge except when he does not have sufficient clothing of his own and the furnishing of a minimum of VA issue clothing is necessary. The provisions of this paragraph include patients discharged to a community nursing home at VA expense.

9.49 - 9.50 (Reserved.)

SECTION VI. INCIDENTALS ISSUED AT VA EXPENSE

9.51 RESPONSIBILITY

a. Directors may assign the responsibility for procurement of incidentals to the Chief of Building Management or Chief of Medical Administration.

b. Storage and issue of incidentals on the ward is the responsibility of the nurse in charge, or her designee.

9.52 ELIGIBILITY

a. Determination of eligibility and criteria to be applied are in M-1, part I, chapter 4.

b. Socks (male) and anklets (female) of assorted colors may be furnished long-term patients regardless of eligibility. Handkerchiefs or facial tissues may be furnished as determined by the Director. These items of gratuitous issue will not be charged to PAP.

9.53 CATEGORIES OF ITEMS

Listed below are items which may be authorized for eligible patients. Except as stated, Directors may substitute for items listed.

- Blades, safety razor
- Brush, denture/tooth
- Brush, hair
- Cigarettes (unless specifically prohibited by ward physician—not to exceed 1 package a day)
- Comb
- Cosmetics
- Cream, shaving
- Deodorants
- Envelopes and stationery
- Gloves, work
- Hose, Ladies.

- Laces, shoe
- Matches
- Pipe
- Razor, safety
- Shoe shining supplies
- Stamps and postal cards
- Supporters, hose
- Tobacco, cigarette (unless specifically prohibited—not to exceed 15 bags a month)
- Tobacco, pipe (not to exceed 1 pound a month)
- Toothpaste/powder

Responsible, self-attending & non-illable patients

by II 10-8-74

if permitted by ward physician

deleted by IA 10-8-74

cigarettes (if permitted by ward physician—not to exceed 1 package a day)

Tobacco, cigarette (if permitted by ward physician, not to exceed 15 bags a month)

9.54 INTERIM ISSUE

An interim supply of incidentals may be furnished the following types of patients:

- a. New admissions who do not have funds;
- b. Patients who become eligible during inpatient care; and,
- c. Patients who require replacement or replenishment of incidentals.

9.55 OBTAINING INCIDENTALS

Incidentals will be obtained by use of VA Form 07-2109, Sales Request—Expendable Supplies, or VA Form 10-5096, Request for Service or Article (VCS).

6-10-84

II 10-84-14
May 24, 1984

TELEGRAPHIC MESSAGE

NAME OF AGENCY VACO WASH DC		PRECEDENCE ACTION: INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED February 29, 1984		TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS
FOR INFORMATION CALL			
NAME ROLLIN J. WINTRODE		PHONE NUMBER 235-3018	
THIS SPACE FOR USE OF COMMUNICATION UNIT			

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO: DIRECTORS, ALVAMC AND REGIONAL OFFICES WITH OUTPATIENT CLINICS (REGIONAL DIRECTORS).

00/137 THIS IS INTERIM ISSUE 10-84-14 (DTD 5-24-84)

A. BASIC ADMINISTRATIVE ISSUE AFFECTED: DM & S MANUAL M-1, PART VII, CHAPTER 9, SECTION VI.

B. OTHER ISSUES AFFECTED: NONE

C. REASON FOR ISSUE: TO REVISE THE POLICY ON ISSUANCE OF TOBACCO PRODUCTS TO INDIGENT PATIENTS.

D. TEXT OF ISSUE: M-1, PART VII, CHAPTER 9, SECTION VI IS CHANGED AS FOLLOWS:
PAGE 9 - 7, PAR. 9.53: DELETE "CIGARETTES (UNLESS ... DAY)" AND INSERT "CIGARETTES (IF PERMITTED BY WARD PHYSICIAN - NOT TO EXCEED 1 PACKAGE A DAY)".
DELETE "TOBACCO, CIGARETTE (UNLESS ... MONTH)" AND INSERT "TOBACCO, CIGARETTE (IF PERMITTED BY WARD PHYSICIAN, NOT TO EXCEED 15 BAGS A MONTH)".

PAGE NO.		NO. OF PGS.	SECURITY CLASSIFICATION
1		2	

II 10-84-14
May 24, 1984

TELEGRAPHIC MESSAGE

NAME OF AGENCY VACO WASH DC	PRECEDENCE ACTION: INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED February 29, 1984	TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS
FOR INFORMATION CALL		
NAME ROLLIN J. WINTRODE	PHONE NUMBER 235-3018	
THIS SPACE FOR USE OF COMMUNICATION UNIT		

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO:

AFTER "TOBACCO, PIPE" INSERT "(IF PERMITTED BY WARD
PHYSICIAN NOT TO EXCEED ONE POUND A MONTH)".
DELETE "MATCHES" AND INSERT "DISPOSABLE, SELF
EXTINGUISHING, NONREFILLABLE LIGHTERS."
for

E.EFFECTIVE DATE: IMMEDIATELY.

F.RESCISSION: THIS ISSUE IS RESCINDED ON MAY 23, 1985
AND NO CONFIRMING ISSUE WILL FOLLOW. 137/10

John A. Gronwall M.D.

DISTRIBUTION: RPC: 1092 (VACO AND NONVA ONLY)
FD

SECURITY CLASSIFICATION	
PAGE NO. 2	NO. OF PGS. 2

February 13, 1980

Part VII, "Building Management Service," VA Department of Medicine and Surgery Manual M-1, "Operations," is changed as indicated below:

NOTE: *The purpose of this change is to transfer responsibility for storing medicinals from Building Management Service to Pharmacy Service.*

- ✓ Page iv, paragraph 1b: Add "II 10-79-1".
- ✓ Page 9-2, paragraph 9.10: Delete subparagraphs a and b and insert:
"All drugs brought into the medical center by patients will, upon admission, be turned in to Pharmacy Service."
- ✓ RESCISSION: Interim Issue 10-79-1.



DONALD L. CUSTIS, M.D.
Chief Medical Director

Distribution: RPC: 1092
FD

~~Chp. 9 amended by chg. #~~

By change 12

VETERANS ADMINISTRATION
Department of Medicine and Surgery
Washington, D.C. 20420

January 25, 1979

INTERIM ISSUE 10-79-1

- A. BASIC ADMINISTRATIVE ISSUE AFFECTED: M-1, Part VII, Chapter 9.
- B. OTHER ISSUES AFFECTED: None.
- C. REASON FOR ISSUE: To transfer responsibility for storing medicines, brought to the facility by patients, from Building Management Service to Pharmacy Service.
- D. TEXT OF ISSUE: M-1, Part VII, paragraph 9.10, is changed as follows:

Delete subparagraphs a and b and insert: "All drugs brought into the medical center by patients will, upon admission, be turned in to Pharmacy Service."

- E. RESCISSION: This issue is rescinded January 24, 1980.

J. C. Crutcher
JAMES C. CRUTCHER, M.D.
Chief Medical Director

Distribution: RPC: 1092
FD

*Rescinded -
revision ch. 9. 4/90*

November 30, 1972

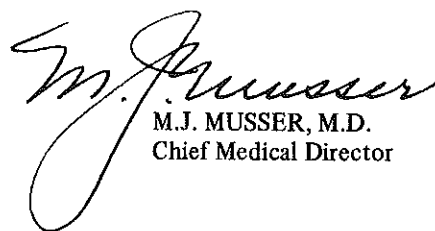
Part VII, "Building Management Service," VA Department of Medicine and Surgery Manual M-1, "Operations," is changed as indicated below:

NOTE: The purpose of this change is to:

- a. Incorporate the provisions of M-1, part I, Chapter 9, "Clothing, Incidentals and Services for Beneficiaries," and Interim Issue 10-69-2.
- b. Eliminate the term "indigent" and provide that VA issue of supplies and services to patients be known as the "Patient Assistance Program."
- c. Provide for initial identification of patients in need of VA issue supplies and services at the time of admission and to eliminate the requirement that patients make written application for this assistance.
- d. Provide that long term patients may be furnished handkerchiefs or facial tissues on a gratuitous basis.
- e. Provide that Directors will determine the type and amount of VA issue clothing.
- f. Provide for destruction of unserviceable personally owned items of clothing without consent of the patient and destruction of unserviceable VA issue clothing.
- g. Eliminate the requirement for keeping individual records of type and amount of VA issue supplies and services furnished.
- h. Provide that individual clothing lockers be obtained and located on wards whenever feasible.
- i. Provides for the disposition of medicines, liquor and illicit drugs found in the possession of patients.
- j. Provides for semiannual audit of valuables and systematic review of the patient assistance program by a designee of Chief of Building Management.

Page iii: Under chapter "8" insert: "9. CLOTHING, INCIDENTALS AND SERVICES FOR PATIENTS".

Pages 9-i through 9-8: Insert these pages attached. (Ch. 9 added.)


M.J. MUSSER, M.D.
Chief Medical Director

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*Chp. 9 amended by Chgs:
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