

CELL PHONE POLICY

Policy:

Outline the use of personal cell phones in the work place.

Procedure:

To avoid disruption, confusion and lack of employee productivity, personal cell phone use, including text messaging, shall be limited during the workday as follows:

- Ringer must be turned off and set to vibrate only.
- During paid work time, employees are expected to exercise the same discretion when using a cell phone as they would be when using an office line.
- Excessive texting is not allowed during work hours. Only important text messages will be allowed.
- Employees should make any personal calls during nonwork hours, such as during break or lunch, whenever possible.
- When cell phone is necessary, calls should be made in a private, quiet place.

To avoid HIPAA and patient privacy violations:

Under no circumstances will an employee be allowed to use a personal cell phone for practice-related purposes without prior approval from management.

Under no circumstances will an employee be authorized to use a personal cell phone camera to capture, store, or transmit confidential or private practice data, including patient health information.



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If you would like to discuss a particular situation, please contact our risk management division at 1-888-336-2642 or riskmanagement@psicinsurance.com.

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