

## SAMPLE LETTER - USE OF CELL PHONES, SMARTPHONES, PDAS, LAPTOPS AND OTHER ELECTRONIC DEVICES

To Our Patients:

The physicians and staff of XYZ Medical Associates are dedicated to safeguarding the privacy of our patients and protecting the health information exchanged during their care and treatment. As such, the use of cell phones, smartphones, PDAs, laptops and all other electronic devices is not allowed in the reception area, waiting areas or patient care areas of this practice. This is a policy followed by all XYZ staff, and we expect our patients and their families to comply with it, as well.

These devices are permitted ONLY in the main hallway of this building outside the reception area. If there are special circumstances that require your use of an electronic device while in our practice, please see our office manager. Thank you.

Sincerely,

Drs. X, Y and Z



[www.psicinsurance.com](http://www.psicinsurance.com)  
P.O. Box 9118, Des Moines, IA 50306

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

This resource may not be reprinted, in part or in whole, without the prior, express consent of Professional Solutions.

Information provided is offered solely for general information and educational purposes. It is not offered as, nor does it constitute, legal advice or opinion. You should not act or rely upon this information without seeking the advice of an attorney.