



Weeks Medical Center

Business / Personal Use of Cell Phones by Employees

Purpose:

To establish criteria for the business use of personal cell phones.

Scope:

Senior Managers, Department Managers, hospital employees who are approved to use personal cell phones to conduct Weeks business.

Policy:

- I. Personal cell phones
 - a. Any business use of personal cell phones must be approved by the Senior Manager for that department.
 - b. Weeks will not reimburse employees for personal cell phone use if they have a hospital issued pager.
 - c. Employees choosing to utilize their cell phone instead of the Weeks issued pager must return their pager to the hospital switchboard.
 - d. Managers will complete a Cell Phone Reimbursement Form at the time of approval and forward it to the hospital switchboard.
 - e. The switchboard will maintain a list of employees who are approved to use their personal cell phones along with their cell phone numbers.
 - f. At the end of each month, the switchboard will forward a copy of the list to payroll.
 - g. If an employee terminates or stops using their personal cell phone, the manager must notify the switchboard immediately so that the name and number can be removed from the list.
 - h. Employees will be paid \$10.00 per month to cover the business use of their cell phone if the cell phone is used in place of a pager.
- II. Cell phone use while driving is prohibited while on Weeks Medical Center business unless using hands free technology.
- III. Personal texting is prohibited during work hours but may be done during your break times.
- IV. Texting pertaining to Weeks Medical Center business may be performed during working hours. Text cannot contain PHI or PII i.e. DOB, name, sex, age (Personal Information Identification). Routinely delete business texts.
- V. Photographs shall not be taken in any Weeks Medical Center facilities or patient homes unless in accordance with established WMC policy. Please refer to Weeks Medical Center policy "Consent to Photograph".
- VI. Cell phone use on Weeks property
 - a. During working hours, personal cell phones should be used only while conducting Weeks business.
 1. Business Use: Cell phones must be set on vibrate or low volume while providing direct patient care to avoid distractions to patients or other employees
 2. Personal Use: Cell phones must be turned off during working hours unless approved for business use. May be used during your break times.
 3. Infection Control: Cell phones shall not be used during any invasive procedures/sterile environment. Keep phone on vibrate and on self or in pocket to prevent any contamination during invasive procedures / sterile environment.
- VII. Non-Compliance with Policy
Any violation of this or any other referenced policy shall result in disciplinary action up to and including termination.

Weeks Medical Center Cell Phone Agreement

I understand and agree to the following policy regarding the use of personal cell phones while conducting Weeks business.

1. Personal cell phones
 - Any business use of personal cell phones must be approved by the Senior Manager for that department.
 - Weeks will not reimburse employees for personal cell phone use if they have a hospital issued pager.
 - Employees choosing to utilize their cell phone instead of the Weeks issued pager, must return their pager to the hospital switchboard.
 - Managers will complete a Cell Phone Reimbursement Form at the time of approval and forward it to the hospital switchboard.
 - The switchboard will maintain a list of employees who are approved to use their personal cell phones along with their cell phone numbers.
 - At the end of each month, the switchboard will forward a copy of the list to payroll.
 - If an employee terminates or stops using their personal cell phone, the manager must notify the switchboard immediately so that the name and number can be removed from the list.
 - Employees will be paid \$10.00 per month to cover the business use of their cell phone if the cell phone is used in place of a pager.
2. Cell phone use while driving is prohibited while on Weeks Medical Center business unless using hands free technology.
3. Personal texting is prohibited during working hours but may be done during your break times.
4. Texting pertaining to Weeks Medical Center business may be performed during working hours. Text cannot contain PHI or PII i.e. DOB, name, sex, age (Personal Information Identification). Routinely delete business texts.
5. Photographs shall not be taken in any Weeks Medical Center facilities or patient homes unless in accordance with established WMC policy. Please refer to Weeks Medical Center policy "Consent to Photograph" and specific departmental policies.
6. Cell phone use on Weeks property:
 - During working hours, personal cell phones should be used only while conducting Weeks business.
 - Business Use: Cell phones must be set on vibrate or low volume while providing direct patient care to avoid distractions to patients or other employees
 - Personal Use: Cell phones must be turned off during working hours unless approved for business use. May be used during your break times.
 - Infection Control: Cell phones shall not be used during any invasive procedures. Keep phone on vibrate and on self or in pocket to prevent any contamination during invasive procedures/sterile environment.

Non-Compliance with Policy:

Any violation of this or any other referenced policy shall result in disciplinary action up to and including termination.

Agreed to:

Employee: _____

Date: _____

Manager: _____

Date: _____

Senior Manager: _____

Date: _____

Received by Switchboard Date: _____

Title: Business / Personal Use of Cell Phones by Employees

Owner: Senior Staff

Approved by: Senior Staff 5/8/08, 7/2/09, 3/24/11, 12/1/11, 12/11/14; CQI Committee 7/27/09, 4/25/11, 12/19/11; 1/26/15

Accrediting/Lic Body: CMS - HCFA

Standard/Rule #

Effective Date: 5/08

Reviewed:

Revised: 6/25/09, 3/24/2011, 12/1/2011, 12/12/14