

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

TITLE/DESCRIPTION: Use of Cell Phones & Other Electronic Devices

EFFECTIVE DATE:
4/1/09

APPLIES TO:
ALL EMPLOYEES

APPROVED BY:
ACMC BOARD

PURPOSE: ACMC strives to ensure that employees are not interrupted or drawn away from job responsibilities by outside personal business.

POLICY: Employees are not permitted to have personal electronic devices while on duty unless the equipment is required to meet assigned hospital job responsibilities. To be approved as a hospital-approved cellular phones carrier, the Department Manager must submit a completed form to their reporting Director for approval, then the Director will sign and forward to the CEO for final approval.

Personal electronic devices include, but are not limited to, items such as cell phones, pagers, MP3 players, walkmans, cameras, etc. that are not approved for business use by management.

Use of the Cell phones and other Electronic Devices – The following guidelines should be followed in order to provide safe and effective use of cell phones and other electronic devices by ACMC personnel.

- Employees may not use personal cellular phones (for calling or texting for non-work use) or other electronic devices while on duty. However, some employees may be required to carry a hospital-approved cellular phone, beeper or pager in order to meet assigned job duties and responsibilities. Hospital-approved cellular phones should be used for business-related activities and kept on the “vibrate” mode while in the hospital.
- Personal cellular telephones may be used as an alternative emergency source of communication in the event of loss of telephone service. Emergency use of personal cellular telephones should be conducted in areas where monitoring or other biomedical equipment is not in use.
- Employees who bring personal cellular phones or other electronic devices to work will be required to turn the device off or keep it in vibrate mode. Additionally, the device should be stored in a locker, desk, purse, break room, private office
- Employees are permitted to use a personal cellular phone, pager, or beeper during meal periods or during personal 15-minute breaks. Use of personal cellular phones within the hospital is restricted to break rooms and private offices. Employees should not use personal cellular phones in patient care areas, elevators, corridors, restricted areas, or in the presence of patients/visitors.
- Users of both personal and ACMC approved cellular phones, cameras, or other image devices should always maintain patient privacy and HIPAA compliance.
- Cellular phone usage by employees for photography purposes is prohibited and any result in disciplinary action up to and including termination

Non-Compliance with Policy

Employees who violate the provisions will be counseled in accordance with ACMC progressive discipline policy as outlined in Section IV – Discipline section of the employee handbook.

All members of ACMC management are responsible for the enforcement of this policy

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