

<b>POLICY NUMBER</b>		<b>HR607</b>
<b>ORIGINAL DATE:</b>		<b>11/01/2004</b>
<b>TITLE:</b>	Cell Phone/Camera Cell Phone Use	
<b>KEYWORDS:</b>		

**ACCOUNTABILITY:**

VP Human Resources

**OBJECTIVES:**

The Mission of Catholic Health Initiatives is to nurture the healing ministry of the Church, supported by education and research. Fidelity to the Gospel urges us to emphasize human dignity and social communities as we create healthier communities.

**POLICY:**

It is the policy of CHI St. Vincent to define the use of cell phones, camera cell phones and other related devices that employees may bring into the work site. While CHI St. Vincent does not want to unreasonably constrain the use of such devices, there is a fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information.

**PROCEDURE:**

The following guidelines apply to all employees while on duty and concerns cell phones, camera cell phones and pagers:

1. Use of cell phones and/earbuds for personal use is restricted to lobbies, cafeteria, break rooms and outside areas only.
2. Use of cell phones for personal use to make or receive telephone calls should be limited to break/meal periods and in restricted areas away from the public or in a private office. Conversations should not be loud or distracting to others and should never occur in the presence of patients, families or other guests.
3. All cell phones and pagers should be set on vibration mode.
4. Cameras on personal cell phones are not permitted to be utilized in work areas, patient care areas, privacy areas (restrooms, fitness area, etc.), or to be used in camera mode while on CHI St. Vincent premises.
5. Audio recording on personal cell phones is not permitted in work areas, patient care areas, privacy areas (restrooms, fitness areas, etc.), or any other areas while on CHI St. Vincent premises.
6. Identifiable patient information, test results, pictures of patient information/results or orders should not be sent via text messaging.

Reviewed at Market Policy Review October 2022

