

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER SCHOOL OF MEDICINE PSYCHIATRY DEPARTMENT POLICY AND PROCEDURE	REVIEW NO:  1	NUMBER:
PREPARED BY:  Blair Torres	APPROVED BY:  All Faculty	ORIGINAL APPROVAL DATE: January 2024
TITLE:  Departmental Cell Phone Policy		MOST RECENT REVIEW APPROVAL DATE: February 2024
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### Cellphone Policy for Clinic Staff

**Purpose:** The purpose of this policy is to establish guidelines for the use of cellphones by healthcare clinic staff to ensure patient privacy, maintain a professional environment, and adhere to security standards.

**Important HSC OP Policies:**

[HPP 1.0 Framework of TTUHSC HIPAA Privacy and Security Program](#)

HPP 2.1 Monitoring Use and Safeguards of PHI

[HPP 4.2 Texting of Protected Health Information](#)

**Policy:**

**1. Personal Use:**

- During working hours, if cellphones are used, the primary purpose should be for professional use, with personal use limited.
- Personal phone calls or texts should be limited to break times or outside of patient care areas (such as hallways, patient rooms, front desk, nurses station, etc.).
- All personal phone calls should not be in areas that may disrupt other team member's work.

**2. Patient Privacy:**

- Cellphones must not be used to capture, record, or transmit any patient information, images, or data without explicit authorization or approved TTUHSC applications.
- Do not discuss patient information in public areas where conversations may be overheard.

**3. Professionalism and Usage in Patient Areas:**

- Refrain from using cellphones during direct patient care interactions unless absolutely necessary for patient care. If a provider calls your cellphone, please inform the patient and/or the provider that you are currently with a physician or patient. This ensures that the other party is informed, helping to avoid any HIPAA breaches.
- Keep ringtones on silent or vibrate mode in patient care areas.

**4. Emergency Calls:**

- Staff members may use cellphones in emergency situations, but should inform a supervisor as soon as possible.

#### **5. Security:**

- Cellphones must be password-protected to prevent unauthorized access.
- Report any lost or stolen cellphones immediately to IT and the supervisor.

#### **6. Social Media:**

- Avoid posting any patient-related information or images on personal or professional social media accounts.

#### **7. Work-Related Communication:**

- Staff may use Zoom Chat for work-related discussions and coordination. This platform has been approved by TTUHSC IT. To learn more about Zoom Chat please access [here through IT Solutions](#).

#### **8. Distraction:**

- Use cellphones responsibly to avoid distractions that may compromise patient care or safety.

**Consequences for Violations:** Violations of this cellphone policy may result in disciplinary action, including verbal/written warnings, suspension, or termination, depending on the severity and frequency of the offense.

**Review and Updates:** This policy will be reviewed periodically and updated as necessary to ensure relevance and effectiveness.