

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human Resource Management


Policy Number: HHS-ADM-HRM 3155

Policy Title: Cell Phone and Device Use in Patient Care Areas

Attachments:

Revision History: New Policy

Revised by/Date: Robyn Garcia, Health Director 09/26/2018

Approved by: 
Jan Manary, Executive Director of HHS

Date: 02/07/2020

Approved by: 
Nicole Anderson, Commissioner of HHS

Date: 2-11-2020

POLICY STATEMENT: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule mandates that covered entities “reasonably safeguard” Protected Health Information (PHI) from any intentional or unintentional use or disclosure that is in violation of the rule’s standards.

“Covered Entities” include not only the Mille Lacs Band Health Services and facilities but also individual providers.

Additionally, the HIPAA Security Rule outlines provisions for ensuring the confidentiality, integrity, and availability of PHI that is transferred or held in electronic form.

To maintain a safe environment for patients, visitors and employees, by minimizing unnecessary distractions, it is the policy of the Mille Lacs Band of Ojibwe Health Services Department to limit the use of personal cell phones and other portable communication devices during worked time.

Cell phones and other portable devices should never be used in a way that would distract from patient care or customer service.

PURPOSE: This policy applies to any health care professional involved in the diagnosis and treatment of patients and to any portable device that makes or receives phone calls, leaves messages, text messages, access the Internet or allows for the reading of responding to email.

PROCEDURE: Use of personal cell phones by any health care professional and HHS staff and employees in patient care areas are strictly prohibited. Patient Care areas are defined as:

Any portion of a health care facility wherein patients are intended to be examined or treated, which will include patient registration and scheduling as well as patient waiting areas.

Personal calls should be limited to break and meal times. All employees are required to silence their cell/camera while they are working in patient care areas.

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1. Health care professionals will be issued a Mille Lacs Band cell phone, when requested by the HHS Chief Medical Officer, when establishing privileging and credentialing of provider status within our facilities, for work-related communications.
2. Each Band issued cell phone will be signed for and terms agreed upon by the Band and kept in HHS employee personnel file.
3. **Use of your camera portion of the Band issued cell phone while on Mille Lacs Band property is strictly prohibited, unless on Mille Lacs Band business. You make not take pictures of Mille Lacs Band documents, equipment, employees or patients/clients/customers unless it is for approved Mille Lacs Band business.**

Internal and/or External References	
Compliance - Posting Date	2/11/2020 <i>HH</i>
Replaces – Policy Number	
Next Review - Due Date	2/11/2023