### 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.