

OPERATING POLICY & PROCEDURE
Good Samaritan Hospital

TITLE: Cell Phone Policy

NUMBER: 28-00-08

=====

POLICY:

Hospital provided cell phones to be approved and monitored for appropriate usage by users Vice President.

PURPOSE:

To outline the hospital provided cell phone usage.

PROCEDURE:

Vice President:

1. Determine if a hospital provided cell phone is appropriate for staff:
 - a. Is employee off campus or out of the office more than 90% of the time?
Will the cell phone provide emergency access and additional safety benefits for employees that travel a lot?
 - b. Is cell phone used as part of On-Call notification and communication to the hospital?
2. Notify Information Systems whenever a new cell phone or cell phone cancellation is needed. (Note - cell phones are usually purchased on a two year contract so canceling a phone before the contract is completed may not stop charging until contract is complete.)
3. Monitor monthly charges and review billing. A link to the monthly charges and usage spreadsheet will be sent to Leadership Council at the beginning of each month.

Information Systems:

1. Work with cell phone vendor and appropriate vice president to obtain and/or discontinue cell phone numbers.
2. Prepare monthly spreadsheet and approve monthly billing.
3. Send Leadership Council a link to the monthly charges and usage spreadsheet at the beginning of each month.

Employees with assigned cell phones:

1. The employee is responsible for proper use and care of the cell phone. The employee is responsible to return phone if leaving employment from GSH. If the cell phone is lost the employee is responsible for replacement cost of phone.
2. Cell phone usage should be directly hospital related allowing for emergencies.

=====

EFFECTIVE DATE: November 16, 2004

NEXT REVIEW DATE: Annually - 11/05

AUTHORIZED BY: Leadership Council

REVIEWED BY: CIO

SOURCE: Mary Beth Parsons, Interim CIO

DATE REVIEWED:

DATE & REVISION NUMBER: