

Good Samaritan Hospital - Home Care (HCR) Operating Policies and Procedures

Title: Cellular Phone Assignment and Use

Number: HCR-01-02-11

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Policy:

Clinical staff (RN's, LPN's, SW, and Therapists) who are regularly scheduled either full time or part time will be assigned a cellular phone and accessories according to the following procedure. PRN RN's etc. may check a phone out to use while on duty.

General Instructions:

1. A cellular phone, and 1 charger (if appropriate) will be assigned to staff members as defined in the policy.
2. All of the items will be written in the "employee check out list" to designate which staff member has each individual phone (et al).
3. Each staff member is responsible to maintain the phone, and charger.
4. If a phone fails, the staff member will take the non-working phone to a designated person to be exchanged or repaired. A loaner may be issued.
5. Phones are available for checkout by PRN staff. These will be checked out and in by a designated person
6. Staff members on this list will not be reimbursed for use of their personal cell phone except in emergencies (i.e. assigned cell phone malfunction, loses power, etc.)
Reimbursement will be at 11 cents a minute
7. If a phone is lost, the employee will pay for the replacement and complete an incident report
8. Cell phones are to be used for business purposes only.
9. When possible, use a land phone to assure privacy, and decrease cost.
10. While aides are not required to have phones for contacting physicians, etc, they may choose to use their own phones for business purposes. Reimbursement will be 11 cents a minute, not to exceed \$20.00 per month. Exception is with the south branch aide who does not have an office to call into and needs to make calls to the staff. However, staff are encouraged to use patient phones for patient related business.

Effective Date:	7/99
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Reviewed By:	D.Waibel-Rycek,RN,MS
Reviewed Date:	8/00, 09/02
Authorized By:	Home Care Advisory Committee
Next Review Date:	July/2005
Revision Date:	8/99, 10/99, 3/01, 7/01, 12/01, 11/03

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