

# Guidelines for Use of Personal Electronic Devices, Social Media, Blogging and Social Networking at



# Protection of Personal and Health Information at Flagler Health + Enterprise

All Flagler Health+ staff (i.e., employees, contractors, medical staff, students, suppliers, vendors, and volunteers) who are on duty or present within all Flagler Health+ facilities, must ensure the protection of personal information related to staff, patients, and visitors. This includes protection of personal health information (PHI) and business or personnel related information through control and direction of the handling of personal electronic devices or use of social media networking or reporting.

Refer to: E- HR – Personal Electronic Device (PED), Social Media, Blogging and Social Networking Policy

# Electronic Devices as Defined by Flagler Health + Enterprise

“Devices” shall mean and include all personal hand-held or consumer electronic communication, entertainment and digital devices, including but not limited to, televisions, laptop or notebook computers, pagers, digital or film cameras, cellular telephones (including those which are camera enabled), personal digital assistants (PDAs), MP3 players, DVD players, portable CD players, cassette tape recorders, tape players, radios, hand-held games and any other devices, hardware or equipment that permit access to or storage of data; the sending, receipt, transmission or display of data, voice communications, text messages, music, sounds, games, images, or broadcast signals; or which provide access to the Internet or world wide web

# Requirements for Personal Electronic Device Usage at Flagler Health + Enterprise

- The use of personal electronic devices such as cameras, cell phones, electronic recording devices, tablets and computers while on duty are not authorized except as defined by the student's supervisor (LECOM Administration and/or Flagler Health + Medical Preceptor).
- If personal electronic device usage is authorized by the student's supervisor, the electronic device must not:
  - present a safety hazard
  - compromise the PHI of a patient or visitor
  - interfere with performance of assigned duties
  - Interfere with operation of any hospital equipment, instrument or device
  - Emit or produce loud, obnoxious, disturbing, or annoying audible sounds, including music, "rings", or ring-tones (set audio sounds or ringer on "silent", "vibrate" or the lowest audio volume setting during working hours and in patient rooms or areas)

**NOTE:** Use of headphones or earbuds is encouraged provided these accessories do not impair safety, interfere with work performance or limit or detract from patient care or customer service

# Use of Personal Cameras or Electronic Device Cameras are Prohibited at Flagler Health + Enterprise

- Use of a personal camera or the camera of a cell phone, tablet or computer, by any staff member (i.e., employees, contractors, medical staff, students, suppliers, vendors, and volunteers) for any personal reason, is prohibited if taking a photograph or digital image may disclose PHI or the identity of a patient at any Flagler Health+ facility.
  - Staff members are not authorized to take digital images or photographs of any patient, staff member or visitor for personal reasons at any time unless expressly authorized by the individual being photographed.
  - At no time may a staff member take digital images or photographs of anything related to a patient or visitor that may expose PHI.
  - At no time may a staff member take digital images or photographs of any Flagler Health+ facility, medical equipment, procedure and/or staff for personal reasons.

# Consequences of Inappropriate Usage of Personal Electronic Devices at Flagler Health + Enterprise

Using any Personal Electronic Device for the taking, capturing, recording, copying, downloading, storing, transmitting, broadcasting or display of any data, record, image or information constituting medical records or personal health information within the meaning of HIPAA, or which action or activity itself may constitute a violation of HIPAA, shall be investigated by the hospital's Compliance/Privacy Officer and may be grounds for appropriate discipline or dismissal

# Negative or Derogatory Blogging, Posting, or Tweeting Prohibited at Flagler Health + Enterprise

- Blogging, Posting, or Tweeting any information while on-duty at Flagler Health+ facilities is prohibited.
- Flagler Health+ staff (i.e., employees, contractors, credentialed medical staff, students, suppliers, vendors, and volunteers) must not make an association to Flagler Health + facilities on a personal social media site with any negative or derogatory comments, images or photographs that are not protected speech and therefore constitute unlawful defamation. Also, any comments, images or photographs that advocate for or promote unlawful discrimination, violence, or the intentional disregard or violation of state or federal law and regulations are prohibited.