

Tender Care Medical Services, Inc.
Policy & Procedures

Title: Computer & Email

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Page: 1 of 1

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Originating Department: Human Resources

Approved By: 

POLICY:

The focus on patient care and patient privacy is essential under HIPPA. Personal cell phone communications, including text messaging, and use of other non-business-related applications are prohibited in any direct patient care areas of the Company during working time, for non-business purposes. If stored in work or non-work areas, ringer volumes and notification settings are to set on vibrate or the lowest possible audible setting.

Cell phones or other wireless communication devices with audible notification must be set on vibrate or placed in the off position when in business related meetings with other employees or outside business representatives.

Employees using mobile phones should always remember not to discuss confidential HIPPA information with others present who do not need to know such information, and that Mobile phone "courtesy" should be practiced at all times (i.e., when others are present don't talk loud or in a manner that could be overheard/or offensive to others).

Personal telephone calls will not be transferred to employees/departments unless they are deemed an emergency.

ELIGIBILITY:

This policy applies to all full-time, part-time, PRN and Contract employees while on duty.