

SERENITY BEHAVIORIAL HEALTH SYSTEMS

SUBJECT: Communication Equipment
POLICY NUMBER: PIM 1.02
EFFECTIVE DATE: September 1, 2003
SUPERSEDES:
LAST REVISION DATE: June 2007

Policy:

It is the policy of Serenity Behavioral Health Systems (SBHS) to issue wireless communication equipment (cell phones, pagers, laptops, etc) to personnel in certain situations. Equipment assignment is based upon the employee's role in the organization and any related safety and productivity issues.

Procedures:

- I. Issuance of wireless equipment takes place after a requisition is approved. Equipment assignment is documented by use of the "Statement of Understanding and Receipt of Equipment" (SBHS #668).
- II. The following guidelines must be followed at all times while the equipment/service is issued to the employee:
 - A. Unauthorized use of assigned equipment/services by other parties is prohibited.
 - B. Equipment should be secure at all times and must not be left unattended in the office or vehicle.
 - C. Employee must read and follow all instructions that come with the assigned equipment. Employee must ensure that equipment's use and care is consistent with manufacture's instructions. Equipment must be protected from the weather.
 - D. Use of the equipment while on the road, to coordinate company business matters may be necessary. Employees must abide by all state safety regulations while using this equipment in a moving vehicle.
 - E. Situations may occur that dictate use of the equipment/services for non-business related situations that the employee deems an emergency. The supervisor will be notified when these occurrences take place.
 - F. Confidential client information should not be discussed over unsecured devices. A cellular telephone is not considered a secure line.

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III. Responsibility for billed services lies with the employee. Any charges deemed excessive non-business related, or resulting from equipment abuse, misplacement, or neglect, will be paid by the employee. In the event of misplacement or equipment repair, an appropriate work order must be submitted immediately.

IV. Replacement equipment charges:

- A. Pagers-\$25.00 for Numeric/\$35.00 for Alpha
- B. Cell Phones-\$40.00
- C. Laptops-\$200.00 –1000.00 based on current lease balance
- D. Air Card-\$50.00

Replacement equipment will not be issued to employee until above fee/fees are paid by check or money order payable to SBHS.

1. Cell Phones Guidelines are as follows:

a) Cellular telephones are not for personal use and long distance calls should not be made except in case of emergencies. The following are deemed emergencies;

- (1) To protect our clients safety.
- (2) To protect your safety.
- (3) To protect SBHS property.

2. Laptops/Air Cards Guidelines are as follows:

- a) Laptops are not for personal use
- b) Software is to be installed by SBHS' Management Information System (MIS) staff only.
- c) No Protected Health Information (PHI) is to be stored on the laptop.
- d) Laptop users will be required to follow the maintenance schedule below:

- (1) Upon initial assignment, laptop is due back to the MIS staff in two weeks.
- (2) Following the first check-up, laptop is due back to the MIS staff in one month and continued monthly until laptop is signed back in to the MIS staff.

ATTACHMENTS:

[Form SBHS # 668 Revised \(06-07\)](#)

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chair

Date

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RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chair

Date

Committee Chair

Date

Committee Chair

Date