Cell Phone and Camera Policy

POLICY

THE RULE

1. Phone use on duty is limited to necessary work-related calls and approved reference resources or operational applications (digital protocols, Handtevy, TrackEMS)
2. Silent mode while on duty; let it go to voicemail if performing duties or attending a patient; never let it delay responding to a patient
3. No phone use while driving an ambulance; no personal use from time of dispatch to time to clear
4. Personal cameras of any kind are strictly prohibited on duty or during patient care — except within TrackEMS
5. Only Mercy-authorized devices may be used; pictures are for medical purposes only (patient position, vehicle position, mechanism of injury)

WHY IT EXISTS

- Prevent distractions in the workplace and ensure the safety and privacy of all co-workers and patients

APPLIES WHEN

- While on duty or performing any patient care functions for or on behalf of Mercy
- Personal phones may be used for necessary work calls (Medical Control, dispatch) at the co-worker's discretion, without compensation; personal use only when work responsibilities are not being performed

EXCEPTIONS & EDGE CASES

- Any image taken in the course and scope of employment is solely Mercy's property, whether on a Mercy device or a personal device
- Photographs containing individually identifiable information are covered by HIPAA and protected like patient care reports

DOCUMENT IT

- Images taken on duty cannot be printed, copied, scanned, emailed, posted, shared, or distributed without express written approval of the Mercy Health System Privacy Officer

Take Home Message:

On duty, phones are for work only and personal cameras are prohibited — every work image is Mercy's property and HIPAA-protected.