

Effective Date: 7/1/2019

Review Date: 7/30/2019

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4000 - Information Systems: Cellular Phones

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 7/30/2019

Signature:

POLICY # 4017.00

SUBJECT: CELLULAR PHONES

POLICY

This shall set guidelines for the use of North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) cellular phones by employees.

PROCEDURES

The North Sound BH-ASO shall provide cellular phones for use by employees who:

1. Frequently conduct business at locations outside the North Sound BH-ASO offices;
2. Require the use of a telephone to conduct regional business while traveling for the North Sound BH-ASO; and
3. Must always be accessible.

Employees may be assigned cell phones to conduct North Sound BH-ASO business at locations outside the office, or while traveling for the North Sound BH-ASO. In all instances, employees assigned cell phones shall agree to abide by the requirements outlined in this policy by signing below and returning this acknowledgment to the North Sound IT department, who shall maintain all cell phone assignment records.

Use

The use of North Sound BH-ASO cell phones are to maximize efficiency of North Sound BH-ASO business. Use of cell phones is restricted to North Sound BH-ASO business **only** and shall be utilized only when the employee is out of the office and/or when a standard telephone is not available. Issued phones are Mobile Device Management (MDM) managed by North Sound BH-ASO IT and are only checked out to north sound BH-ASO employees who have a business need.

Issued cell phones will be whole device encrypted and protected with a 10-character alphanumeric passcode, as well as use biometric fingerprint authentication. End users do not have the ability to install apps, and only pre-approved apps are pre-installed and available for use. By default, organization iPhones will be used for business phone, email, internet access, and as a VPN data conduit only. Additional apps may be installed if a business need exists. Once requested and approved, North Sound BH-ASO IT will push-install the app onto the device.

Personal calls may only be made on the cell phone for the following reasons:

1. Notification call to family member when employee will unexpectedly be working late;
2. Emergency call if/when a family medical emergency occurs.

Responsibility

Should the assigned cell phone be lost, broken, or destroyed while performing North Sound BH-ASO business, immediate notification shall be given to the North Sound BH-ASO IT. An attempt will be made to track, lock and remotely wipe the device.

The employee agrees to responsibly handle and maintain the assigned cell phone. Failure to do so resulting in the cell phone being lost, broken, or destroyed may become the employee's responsibility for replacement and/or repair.

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I have read and agree to abide by the foregoing North Sound BH-ASO Policy on Use of Cellular Phones.

Dated: _____

Signature

ATTACHMENTS

None