

POLICY

Electronic Recording Devices

Policy

Any type of electronic recording device is strictly prohibited at any location within the SHS to ensure patient confidentiality and privacy.

Procedure

- This policy will be posted in all patient care or waiting areas.
- This policy will also be included in patient intake information and will be acknowledged by patients through the OpenCommunicator patient portal or when they check in at the Kiosk .
- If questioned about the policy by patients, SHC staff are to reinforce the protection of patient confidentiality and privacy.
- An exception may be made in the event recordings or images are made for inclusion in the medical record for diagnostic and/or treatment purposes; and/or staff or student training and development.
- Administrative approval will be required prior to any recording or image made for this purpose

Sanctions

Failure to comply with this policy may result in student referral to Student Conduct.

SHC staff that violates this policy may be subject to disciplinary action.

Responsibility for Implementation

SHC staff is responsible for the implementation of this policy.

Scope of Policy Coverage

This policy applies to all SHC staff.