



# KAISER PERMANENTE®

<b>DOCUMENT NUMBER:</b> LAMC-PPP-0755
<b>DOCUMENT TITLE:</b> Use of Personal Electronic Devices
<b>DOCUMENT NOTES:</b>

<b>LOCATION:</b> LAMC-rel	<b>VERSION:</b> 01
<b>DOC TYPE:</b> LAMC PPP	<b>STATUS:</b> Release

<b>EFFECTIVE DATE:</b> 03 Apr 2017	<b>NEXT REVIEW DATE:</b> 16 Mar 2026
<b>RELEASE DATE:</b> 03 Apr 2017	<b>EXPIRATION DATE:</b>

<b>AUTHOR:</b> T684676	<b>PREVIOUS NUMBER:</b>
<b>OWNER:</b> T684676	<b>CHANGE NUMBER:</b> LAMC-CR-1078

## USE OF PERSONAL ELECTRONIC DEVICES

---

**Purpose** To provide for a safe patient care environment at Kaiser LAMC Laboratories by:

- a) Avoiding distractions from the provisions of good patient care services, reducing medical errors, and improving patient satisfaction with the quality of our service and medical care.

---

**Policy**

- 1) LAMC Lab personnel shall not carry a personal cell phone or other personal electronic devices including but not limited to PDA, Tablet, laptop, notebook, IPod, MP3 or other music player while on the job.
- 2) Lab personnel during work hours are prohibited from:
  - using a personal cell phone or wearing a headphone
  - reviewing or sending text messages on a personally owned device
  - using any other personal mobile communication device while on the job
  - engaging in personal business at Kaiser time
- 3) Personal phones must be kept in a secure area such as a desk drawer or personal locker during work hours.
- 4) Personal phone calls or text messages should be made and returned during regular break periods.
- 5) Emergency family phone calls are to be handled through our Main Line number (323) 783-4961 for the Main Lab or the appropriate extensions for the Blood Bank (3-5441), Flow Cytometry (3-8542) Pathology (3-5831) and the other MOBs.
- 6) All Laboratory staff are responsible for ensuring that the policies are complied with. Any observed incidence of non-compliance MUST be reported to the appropriate next level of supervisor/manager/director for further corrective action.

---

**Distribution** Security

---

*End of page*

## Signature Manifest

**Document Number:** LAMC-PPP-0755

**Revision:** 01

**Title:** Use of Personal Electronic Devices

**Effective Date:** 03 Apr 2017

All dates and times are in Pacific Standard Time.

### Use of Personal Electronic Devices

#### Change Request

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	24 Feb 2017, 06:40:36 AM	Approved

#### Quality Approval

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	24 Feb 2017, 06:42:23 AM	Approved

#### Operations Approval

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	26 Feb 2017, 04:29:28 PM	Approved

#### Final Approval

Name/Signature	Title	Date	Meaning/Reason
Hedyeh Shafi (I086749)	Pathologist	27 Feb 2017, 09:40:55 AM	Approved

#### Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	01 Mar 2017, 01:59:01 PM	Approved

### Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices

#### Review

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	03 Oct 2018, 03:38:41 PM	Reviewed

### Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices

**Review**

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	18 May 2020, 04:24:22 PM	Reviewed

**LAMS QMS 5****CLIA Director Approval**

Name/Signature	Title	Date	Meaning/Reason
Tarek Danial (P157374)	PATHOLOGY	24 Aug 2020, 11:44:00 AM	Approved
Youn Kim (T049857)	Path Hematopathology	29 Aug 2020, 11:20:53 AM	Approved

**Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices****Review**

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	15 Nov 2021, 02:57:42 PM	Reviewed

**Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices****Review**

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Director	15 Apr 2023, 08:17:04 PM	Reviewed

**Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices****Review**

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Director	16 Sep 2024, 07:26:27 AM	Reviewed