**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**CELL PHONE USE**

11/15/2012

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Applies to: All Staff

Texting or making personal phone calls during business hours is strictly prohibited.  The sound of your phones as you receive a text or a call is disruptive to patients and our doctors.  Please leave your cell phones in your purse or personal storage area while you are at work.

There are a few exceptions to this rule, supervisors may use their phones to ensure optimal clinic results.  Non-clinical staff must have Supervisory approval.  Violations of this policy will result in disciplinary action.

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Authorized Signature/Date