



**IF YOU ARE PRINTING THIS OUT FROM OUR WEBSITE...
 Please print, sign & return to Lynne Keller. I will sign and return a
 copy to you for your records.**

ERC Cell Phone User Agreement

TERMS OF USAGE:

I understand that any cellular telephone owned/leased by ERC is to be used to conduct official Elizabeth Richardson Center (ERC) business only.

- The phone is not to be used for incoming or outgoing personal calls except in the case of an emergency.
- No pictures of clients should be taken and if the phone has text or email capability, I agree to comply with all HIPAA regulations regarding Protected Health Information (PHI) and will not transmit anything that would violate HIPAA regulations.

I understand that all ERC cellular telephone bills are subject to review by management, and I will endeavor to use the phone provided to me in an appropriate and responsible manner.

I understand that it is my responsibility to insure the phone is maintained in a safe and secure manner. I understand that if I lose an ERC cell phone or it is damaged beyond repair due to my negligence, I will be responsible for the cost of replacing the phone.

FOR DRIVERS: I understand and agree to comply with these cell phone safety guidelines whether the cell phone I am using is an ERC cell phone or my own personal cell phone:

- o While in a vehicle, you should not use any cell phone to talk or text unless you are parked. You may allow a passenger to use it.
- o Do not dial the phone, take notes or text while driving.
- o If the phone rings while driving, you should let the call go to voice mail and listen to the message later when you are not driving.
- o If you are using an ERC cell phone, become familiar with the phone and its features (such as speed dial and redial).
- o If you must answer your phone while operating a vehicle - immediately let the person who called know that you are driving and suspend the call until you can park.
- o Do not engage in stressful or emotional conversations (either on your phone or with passengers in your vehicle) that may divert your attention from the road.

FOR WAIVER STAFF: I understand that I should use my personal cell phone in a safe manner that is consistent with the safety measures described above when I am driving with an individual for whom I am providing Waiver staffing.

_____ Name of Employee (please print)	_____ Program
_____ Signature of Employee	_____ Date
_____ Witness	_____ Date