



North Mississippi Medical Center- System Policy Administrative Services

Title: Electronically Recorded Data

- Rationale:** To provide guidelines for the use of electronic recording devices.
- Policy:** It is the policy of NMMC that electronically recorded data should be used properly.
- Procedure:** When electronically recorded data or electronic recording devices are utilized, the following guidelines should be followed:

I. GENERAL PROVISIONS

Electronic recording devices include, but are not limited to, cellular phones, smart phones, iPhones, tablets, laptop computers, audio and/or video recorders, USB drives, and/or any other sort of mobile electronic device.

When using an electronic recording device for any purpose, the following guidelines should be followed:

- A. No NMMC employee's and/or agent's likeness should be recorded without NMMC's and their express written consent.
- B. NMMC employees and agents are prohibited from using any electronic recording device to make or create any recordings for personnel use.
- C. Medical equipment or set-up should not be moved or altered to accommodate any such recordings. Neither should they be included in any such recordings.
- D. All equipment used for pictures and/or video should be battery powered.
- E. The attending physician should be notified.
- F. Any such recordings of patients taken for marketing purposes require the patient's prior and express written consent.

II. PHOTOGRAPHS FOR CLINICAL PURPOSES:

Patients should be informed when the physician determines that making or creating any such recordings for clinical purposes is appropriate. All such recordings should be properly identified and made a part of the patient's medical record. A separate patient's consent is not necessary.

Any such Photograph should be released and/or used only as authorized or required by law.

III. PHOTOGRAPHY OF PATIENT BY FAMILY OR OTHER THIRD :

A. Family members and other third parties may make or create any such recordings of the patient unless staff otherwise advises.

NMMC reserves the right to prohibit the making and creating of any such recordings for any reason or for no reason.

B. Risk management should be contacted prior to allowing family members or other third parties to make or take recordings for insurance and/or legal purposes.

IV. EDUCATION AND TRAINING:

When taking Photographs for education and training purposes, the following guidelines should be followed:

A. No NMMC employee or agent should be involved in the photographs and/or video.

B. The photograph and/or video should not include the patient's family or visitors.

C. The photographs and/or video should be retained by the physician or administrator who requested the photograph for such purposes. The patient's medical record should note that photographs were taken for such purposes.

D. Patient's consent is required when making or creating any such recordings for educational and/or training purposes.

Distributed To: Intranet Policy and Procedure

Issued Date: 08/92

Reviewed Date: 10/01; 10/02; 05/07: 07/08; 09/12; 09/14; 02/18

Revised Date: 10/01; 05/07:07/08; 09/10; 02/18