



## **Policy and Procedure: Electronic Medical Record Equipment**

### **Topic: IPad and other tablet devices**

#### **Policy Purpose:**

The purpose of this policy is to define standards to be met by mobile tablet devices owned and/or operated by **Saratoga Bridges**.

Mobile devices owned by Saratoga Bridges for the purpose of accessing our EMR system—which may include brand names such as IPAD, will follow the following device specific protocols which do NOT supersede other policies except where noted.

#### **Policy Requirements:**

All EMR devices owned and/or operated by **Saratoga Bridges** must follow this policy.

1. If the device is designated as an EMR device/IPad or mobile device, **it can only be used for EMR access purposes**. Other purposes such as usage for personal use, use outside of the designated facility, or other purposes other than EMR usage have to be approved by the IT department in a case by case basis.
2. Each device will be provided a protective case and the case must be on the device at all times.
3. **Each device will be signed out to a specific location.** The device MUST remain at the location unless designated as a roving device. Approval for moving the devices offsite will be made by the program director or the IT department. The onsite manager(s) will be designated by the program director.
4. **The onsite manager(s) will be responsible for physical custody of the devices.** The onsite manager(s) will make sure the devices are accounted for daily and that the devices are in good operating condition including being charged and available for usage.
5. If a device is damaged or missing, the onsite manager will immediately contact IT and report the issue as soon as it is noticed.
6. **The EMR devices may be used for collecting photos if approved by a program coordinator or other designated Saratoga Bridges staff.** No photos may be transmitted other than to officially designated Bridges staff responsible for photos.
7. The EMR devices will not be used for clinical purposes.
8. “Apps” or other software will not be installed on the EMR devices without the approval of designated IT staff.



9. **No internet ‘surfing’ or other personal usage is approved for these EMR devices.**  
Personal e-mail usage is prohibited as is saving or transmitting documents other than through Saratoga Bridges e-mail or the specific EMR software.