Valleywise Health Administrative Policy & Procedure

Effective Date: 02/05
Reviewed Dates: 02/13
Revision Dates: 01/09, 02/11, 10/14, 11/16, 10/18

Policy #: 99103 G – Governance

Policy Title: Cellular Telephones, Service and Reimbursement

Scope: [X] District Governance (G)
[ ] System-Wide (S)
[ ] Division (D)
[ ] Multi-Division (MD)
[ ] Department (T)
[ ] Multi-Department (MT)
[ ] FQHC (F)

Purpose:

To provide the Board of Directors of the Maricopa County Special Health Care District a policy governing the use of cellular telephones and to provide guidelines, criteria, and conditions for reimbursement of District business use on personal devices.

Policy:

1. Valleywise Health does not purchase and issue cellular telephones to Board members.

2. A Board member may request a pre-determined stipend amount up to $55 per month for use of his/her personal cellular telephone for District business use. This stipend is designed to help compensate a Board member for the District business use portion of his/her cellular plan. This stipend will end when the Board member’s term expires. The stipend will be determined as follows:

<table>
<thead>
<tr>
<th>Plan Options</th>
<th>Monthly Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voice Plan</strong> – a subscription with a cellular provider for voice communication capabilities</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>SMS Text Messaging Plan</strong> – a subscription with a cellular provider for Short Message Service (SMS) communication</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
3. The Board member agrees to purchase/maintain a cellular telephone.

4. Board members will be responsible for his/her cellular telephone maintenance, service plan and all charges related to personal use.

5. The District will not reimburse the Board member for any equipment, monthly access or initial costs related to the communication devices activation.

6. Valleywise Health does not support any non-Valleywise Health owned devices.

7. Use of cellular telephones within the confines of Valleywise Health facilities may be restricted and/or controlled by other Valleywise Health policies.

8. Use of a cellular telephone camera can be in violation of HIPAA regulatory law if an image contains Protected Health Information.

9. Personal cellular telephone records, which include District related business calls submitted for reimbursement, may be subject to Arizona Public Records Laws.

10. Valleywise Health does not endorse the practice of using hand-held cellular telephones while driving. Therefore, it is required that cellular telephone use be in an appropriate and safe manner, especially when driving.

Procedure:

1. A Board member can purchase a Cellular telephone or Smartphone from any service provider along with a service plan.

2. Board Members do not need to provide a copy of the monthly cellular plan invoice to Valleywise Health.

3. Cellular stipends will be charged against the Board Office cost center.

4. On an annual basis, Board members will need to complete a Payment Authorization Form, selecting the option to receive a monthly cellular stipend. Stipends will be paid on the first pay period of the following month.

References: Payment Authorization Form
Valleywise Health Policy & Procedure - Approval Sheet
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Maricopa County Special Health Care District Board of Directors

**DEVELOPMENT TEAM(S):** Clerk’s Office

**Policy #:** 99103 G – Governance

**Policy Title:** Cellular Telephones, Service and Reimbursement

**e-Signers:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**Place an X on the right side of applicable description:**

- New -
- Retire -
- Reviewed -
- Revised with Minor Changes - X
- Revised with Major Changes -

**Please list revisions made below:** (Other than grammatical changes or name and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):**

- Committee: N/A
- Committee: N/A
- Committee: N/A
- Reviewed for HR: N/A
- Reviewed for EPIC: N/A
- Other: N/A
- Other: N/A
- Other: N/A

Once Printed This Document May No Longer Be Current