



Company owned Cell-Phone Agreement

Employee Name _____

Cell number issued: _____

Model of the phone issued: _____

Date _____

The above named employee certifies to JSR HEALTH PLLC that they are using the mobile phone listed above for JSR HEALTH PLLC business use.

TERMS OF USAGE:

- I understand that I will pick up the phone every Monday morning and will return the phone every Friday evening and will promptly respond to all the patient calls on Google Voice.

I understand that any cellular telephone owned/leased by JSR HEALTH PLLC is to be used to conduct official JSR HEALTH PLLC business only. The phone is not to be used for incoming or outgoing personal calls except in the case of an emergency.

- Employee understands that no pictures of clients should be taken unless a signed release is completed and in his or her file and your supervisor has given you permission. Employee agrees to comply with all HIPAA regulations regarding Protected Health Information (PHI) and will not transmit anything that would violate HIPAA regulations. All pictures must be deleted from the cell phone as soon as the picture is no longer needed.
- I understand that all JSR HEALTH PLLC 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 using minutes and data (if applicable) only when necessary to do your job.
- I understand that I am responsible for ensuring the phone is maintained in a safe and secure manner. I understand that if I lose an JSR HEALTH PLLC cell phone or it is damaged beyond repair due to my negligence, I will be responsible for the cost of replacing the phone.

I understand that I am responsible for the following:

- Abiding by all state and federal laws for using cell phones while driving
- Answering the phone in a professional manner
- Ensuring the phone is turned on and in my possession when conducting JSR HEALTH PLLC business.
- Learning how to use the phone
- Maintaining a charge on the phone
- Maintaining all accessories that came with the JSR HEALTH PLLC phone and keeping the phone in the protective case that the phone came in
- Not altering the phone settings or sim card
- Not swapping cell phones with other staff members
- Returning my JSR HEALTH PLLC assigned cell phone and all accessories that accompany the phone when leaving position or leaving employment of JSR HEALTH PLLC
 - a. Phone and all accessories that accompany the phone are returned.
 - b. If I do not return the phone and accessories that accompany the phone, I will be financially responsible and JSR HEALTH PLLC will withhold payment of any benefits in the final payroll check until phone is returned.

By signing this document, the employee understands and agrees to the terms of usage and responsibilities listed in this document.

EMPLOYEE SIGNATURE

DATE _____