

Cornerstone Behavioral Healthcare

PM.24 Employee Visitors

Cornerstone Behavioral Healthcare (CBH) considers social visits in the workplace to be a privilege, not a right, including visits from family members. In order to maintain productivity, confidentiality of PHI under HIPAA, appearances, and safety, CBH requires certain limitations around social visits.

To keep disruptions to a minimum, social visits are encouraged to happen before or after business hours, or during breaks. If a social visit is required during business hours, the following limitations apply:

- Employee should clock out for the duration of the visit, not to exceed 10 minutes
- Employees should meet with their visitors away from work areas
- At no time will there be any lapse in guarding protected health information (PHI) visually and/or orally while a social visit is in progress
- Clients must never be kept waiting by an employee with a social visitor, nor should other employees be inconvenienced by a social visitor for any reason
- Visitors and family must check in at the front desk
- Visits shall be no more than once a month

Frank Willard

01/16/2024

CEO

Date