**Camera and Video Surveillance**

Ridgeview Institute-Smyrna uses camera and video surveillance in public areas. This excludes bathrooms, patient bedrooms, and exam rooms to monitor safety.

1. During the admission process, potential patients are notified of the use of cameras and Ridgeview Institute-Smyrna’s video surveillance for safety.
2. The consent to treatment includes consent to be photographed (which becomes part of the medical record) for identification purposes. See Patient Identification Picture Procedure for more information.
3. The consent to treatment includes consent for video surveillance of all areas excluding bathrooms, patient bedrooms and exam rooms.
4. Bathrooms and patient bedrooms are not under camera or video surveillance. If individuals require monitoring in these areas, monitoring will be provided by the organization’s trained employees, such as: MHT’s, LPN’s or RN’s.
5. All video surveillance is treated as protected health information.
6. Patients, visitors and contract workers are not allowed to have or use personal audio or video recording devises of any kind at Ridgeview Institute-Smyrna.
7. Staff, contract staff, interns, students, volunteers, etc. are not allowed to use personal audio or video recording devices of any kind in patient areas.
8. A monitor is located at the nursing station in each inpatient unit that shows live camera views for that unit. The cameras may be viewed intermittently by staff assigned to the unit and as needed by the Charge RN of the unit to aid in milieu management.
9. Designated individuals in the organization (e.g. CEO, CNO, CFO, Risk Manager, IT staff) have access to view live cameras and view recorded videos.
10. Camera/video views are usually retained approximately 3 weeks.

EMPLOYEE ACKNOWLEDGMENT;

Signing below signifies that the Employee has read and understands the terms stated above.

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PRINT NAME