

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
PERSONAL PHONE CALLS**

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**PURPOSE:** To establish a policy to minimize staff telephone usage for personal telephone calls in order to provide minimal interruptions of laboratory workflow.

**POLICY:** It is understood that occasionally the need to make a personal call may arise, but such calls on regular basis are not conducive to an efficient workplace. These calls should be kept to a minimum length, as the phones are needed for business calls. If calls of longer duration are desired, they can be made during break or lunch times. Cell phone use should be kept to a minimum so as not to interfere with workflow. This includes hands free devices and texting.

Notice will also be taken of extended personal phone calls. Again, break and lunch times are provided so that personal calls can be made without workflow interruption.