



CLINICAL POLICY

IPAD / Camera Handling and Storage in Dermatology

A. EFFECTIVE DATE:

April 7, 2021

B. PURPOSE:

To delineate the handling and storage of iPads and cameras in Dermatology, including downloading of images.

C. POLICY:

All images of patients will be obtained through use of iPad into Canto, and a camera during down-time.

D. SCOPE:

Farmington; Canton, Southington and Storrs Dermatology; Farmington Mohs Surgery, Phototherapy and Psoriasis Center

E. DEFINITIONS:

None

F. MATERIAL(S) NEEDED:

IPad, camera, memory card, storage cabinet

G. PROCEDURE:

1. The iPads and cameras will only be used by authorized staff under the direction of the Provider.
2. The iPads and cameras will be kept in designated locked cabinet/drawers when unattended or given to a Manager. A camera will also be stored in Mohs in the locked clean utility room.
3. All iPad images will be downloaded immediately after use into Canto. If a camera is used during down-time, all images will be immediately downloaded from the memory card into the secure Kodak drive. When off down-time, images will be uploaded into media tab of the patient's medical record.
4. Memory cards will be deleted and removed from cameras, and stored at the end of clinic.
5. iPads will be locked in designated storage areas and plugged in to charge. Cameras will be returned to the Manager at the end of the day to secure in locked area.

H. ATTACHMENTS:

None

I. REFERENCES:

None

J. SEARCH WORDS:

None

K. ENFORCEMENT:

Violations of this policy or associated procedure may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for all University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS:

On File

M. COMMITTEE APPROVALS:

None

N. FINAL APPROVAL:

- | | |
|--|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u>
Andrew Agwunobi, MD, MBA
UConn Health Chief Executive Officer | <u>06/15/2021</u>
Date |
| 2. <u>Anne Horbatuck (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>06/15/2021</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>06/10/2021</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
VP Quality and Patient Services & Chief Nursing Officer | <u>06/08/2021</u>
Date |

O. REVISION HISTORY:

Date Issued: 03/15

Date Revised: 04/21

Date Reviewed: