

Cheat Sheet: Guidelines for use of Signal App

These are taken directly from the policy. You should have departmental approval to use this app and follow these guidelines:

- Physicians and HPEI staff sending Signal© text messages will supply **TWO** patient identifiers in the text to mitigate misidentification of patients.
- Physicians and HPEI staff will use a government issued device, or a personal device with Departmental approval. They must set two technological locks when using secure text messaging:
 - a password or biometric scan to access the device
 - the security option available in the Signal© App including setting a password or biometric lock to enter the Signal© App.
- Physicians and HPEI staff will agree to comply with the Signal © Terms of Reference and Privacy Policy at the time of the Signal© App download.
- Physicians and H PEI staff will not store, screen shot or otherwise save or upload patient PHI directly onto a personal device.
- Physicians and HPEI staff using unsecure texting methods, such as SMS texting will immediately cease this practice and use secure text messaging.
- Physicians and HPEI staff are responsible to verify that the receiver of the text message is using and in the Signal© App
- Physicians and HPEI staff sending texts will use the Signal© App option to set disappearing text to 24 hours.
- Both the sender and receiver of a secure text message are expected to document the text conversation in the patients' health record. This is completed in the same manner as traditional telephone communication is documented.