



521 4<sup>th</sup> Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

## Visitor Policy

## Policy 5008

### Purpose:

The purpose of this policy is to assure the safety and security of Bullhook Community Health Center (BCHC) Workforce Members, visitors, and facilities by preventing unauthorized individuals from gaining access to confidential, proprietary or private information while at BCHC and to prevent theft of company property such as computers, cell/smart phones, iPads, or any personal property.

### Scope:

BCHC offices located in Havre, MT.

### Policy:

Any person who is not currently employed by, under contract with, or serving in a student/intern role at BCHC is considered a visitor. All visitors over the age of 12 are required to sign a visitor log and receive a visitor's badge at the Executive Assistant's desk before moving beyond the reception area. Visitor badges are to be worn at all times while at BCHC. Upon leaving, visitors must sign the log once again and turn in badges.

### Visitor Activity:

1. All BCHC visitors over the age of 12 are required to sign in/out of visitor log located on the main floor.
  - a. Visitors who remain in the reception area only are excluded
  - b. Any visitor that goes beyond the reception desk for any amount of time is included in this policy
  - c. Badges are given when the visitor signs in
  - d. Badges are returned when the visitor is leaving BCHC for the day
  - e. Patients seen through the normal course of business are excluded from this policy
2. Visitors are to be escorted at all times by BCHC staff while on site with the following exceptions:
  - a. Board of Directors
  - b. Board Committee members



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- c. Any member of the BCHC Collaborative
- d. Building/equipment repair or package delivery staff, contract worker, supply vendors, emergency or Police personnel
- e. A known visitor who is attending a scheduled meeting (unknown/new visitors must be escorted)

3. Any visitor that is a friend and/or family member must remain at all times with the person they came to visit and must be kept from any confidential in-person or phone conversation, and printed or written material in the office.

**Visitor Safety**

In the event of an emergency when building evacuation is necessary, the person at the Executive Assistant’s desk will be responsible for taking the Visitor Log with them to the evacuation area, in order to identify any visitors that did not sign out of the Visitor Log, and who may still be in the building.

**Physical Access Security Issues**

The failure of a Workforce Member to follow this policy and procedure is a security issue that must be immediately reported to the Compliancy Officers.

Visitor Policy References:

- 1. Policy 5020: Security Incident Response
- 2. Policy 2005: HIPAA Security Plan
- 3. Policy 5002: Data Security

  
 \_\_\_\_\_ Date: 1-8-2018

CHIEF EXECUTIVE OFFICER

  
 \_\_\_\_\_ Date: 1/8/2018

CHAIR, BOARD OF DIRECTORS

Date first adopted	06/24/2015
Date Revised/QI Board approval	06/24/2015, 12/29/2017
New date adopted/Board of Directors approval	07/13/2015, 01/08/2017