



# Workplace Dos and Don'ts

Workplace at Beacon is great for:

- Celebrating each other! Use it to say thank-you to another associate or team.
- Sharing accomplishments and other cool stuff happening in your department, unit or facility.
- Connecting and collaborating with your team and teams across Beacon on projects.
- Sharing a story from [Beacon's website](#) or a link to other web stories.
- Staying connected using the Workplace and Workchat apps available from the iOS App Store and Google Play Store.
- Reaching out to your Beacon colleagues across northern Indiana and Michigan.
- Posing a question or asking for feedback.
- Reducing the need for long email chains (hooray!).
- Posting a poll.
- Sharing your knowledge and experience to help Beacon function as a system rather than in separate silos.

## IMPORTANT

**Protect our patients' protected health information (PHI).**

Never share any patient-related information on Workplace. Period. Do not reference a patient, use PHI or use a photo with a patient in Workplace posts or messaging.

If you ever have questions about whether or not something is considered to be PHI or if you see something that may be a violation, please contact:

- Carla Wagner [cswagner@beaconhealthsystem.org](mailto:cswagner@beaconhealthsystem.org), Beacon's Privacy Officer
- Brian Abel [babel@beaconhealthsystem.org](mailto:babel@beaconhealthsystem.org), Beacon's Director of Information Security

**Think twice before you post.** This social collaboration tool is for business purposes and all Beacon Health policies apply. No confidential or protected health information may be shared. Associates should have *no expectation of privacy* in any data they are sharing.

- **Be informed!** Read the Beacon Health Social Media Policy before you join and be sure to check the [Workplace Wiki](#) group once you've joined to learn best practices.