Personal Calls & Cell Phone Policy

During work hours, personal calls and personal texting is prohibited. This includes phone calls, text messaging, facetime, and the use of any social media platforms. Administrative staff is not permitted to carry personal phones on the floor.

Under no circumstance are any phones allowed in the operatories. Phones must be left with your personal belongings and be placed on silent. If the office is slow, this does not mean that staff can use their cell phones.

We understand that there may be situations that arise where you must take a personal call during work hours. These calls should come in through the main office number and should be handled quickly. At no point should any staff member that is in surgery/an appointment be disturbed while in the operatory for an incoming phone call from the office line. A message is taken and, when they are finished with the case, the staff member can return the call.

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