

Cornerstone Behavioral Healthcare

PM.24 Employee Visitors

Cornerstone Behavioral Healthcare (CBH) considers social visits in the workplace to be a privilege, not a right, including visits from family members. To maintain productivity, protect the confidentiality of Protected Health Information (PHI) under HIPAA, uphold professional appearances, and ensure safety, CBH places certain limitations on social visits.

Social visits should ideally take place before or after business hours, or during scheduled breaks. If a visit is necessary during business hours, the following limitations apply:

- Employee must clock out for the duration of the visit, not to exceed 10 minutes
- Visits should occur away from work areas
- At no time should PHI be exposed, whether visually or verbally, during a visit
- Clients must never be delayed, and other employees must not be inconvenienced, due to a social visit
- All visitors, including family members, are required to check in at the front desk
- Social visits are limited to once per month

Frank Willard

09/08/2025

CEO

Date