

 <p><b>All HFHS Includes:</b>          Allegiance Health          Behavioral Health Services          Community Care Services          Corporate Services          Henry Ford Hospital          Henry Ford Medical Group          Kingswood Hospital          Macomb Hospitals          West Bloomfield Hospital          Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Social Media and Email (MEP 225)	
	<b>Type of Document:</b> Policy	
	<b>Applies to:</b> Tier 3: Department <b>Business Unit:</b> All HFHS <b>Department:</b> Graduate Medical Education	
	<b>Category:</b> Clinical <b>Sub-Category:</b> Graduate Medical Education	<b>Current Approval Date:</b> 6/9/2017
	<b>Owner:</b> Graduate Medical Education <b>Policy Management Members</b>	<b>Approver:</b> HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	<b>Related Policy/Procedure:</b> <i>Include title and number</i>	
	<b>Audience:</b> Administrative Support Staff, Residents/Fellows	
	<b>Key Words:</b> communication	

## Background

To ensure appropriate and professional use of electronic communications.

## Policy

The System-Wide **Electronic Business Communications #5.21**, and **Social Media Policy #5.29**, located in the [One Henry](#) Policy Portal, outline, Henry Ford Health System (HFHS) guidelines for appropriate use.

HFHS encourages the flow of information to its employees through electronic means and assigns an account @hfhs.org to each individual. The **System Email Policy #1.0** establishes guidelines and procedures for utilizing email to distribute mass emails to System employees. HFHS seeks to minimize the use of mass, unsolicited emails to all or most employees. Other internal communications vehicles such as OneHenry, *Monitor*, *News & Views*, etc., must be used before the use of broadcast emails. System employees may not send System-wide emails to all employees directly. System emails must be approved and sent by the HFHS Public Relations or Information Technology departments. Human Resources, Security and Purchasing are also approved to distribute System emails.

System-wide policies apply to all employees at all business units and corporate offices of Henry Ford Health System, including interns, residents, fellows, physicians, volunteers, contractors and students.

**In addition, all house officers are required to use their assigned email at hfhs.org.** Medical Education communications will not be sent to alternate email addresses. Interns, residents and fellows are expected to read HFHS electronic mail communications every day on duty and respond to requests in a timely manner. Failure to do so is considered lack of professionalism.