CURECAST
CLINICAL PHOTO MANAGEMENT

# Your Clinic's Patient Photo Policy Checklist

- [ ] Name a privacy officer who is in charge of the policy.
- [ ] Choose one approved clinical photo app.
- [ ] Decide whether staff may use personal phones, and write the rule down.
- [ ] Write your policy on 1 or 2 pages, using the 10 sections.
- [ ] Add a clear answer for photos that patients send.
- [ ] Ask your lawyer to review it, including your state's consent rules.
- [ ] Train every current staff member. Ask each person to sign a note that says they have read the policy, and keep the notes.
- [ ] Include the policy when you train new staff.
- [ ] Add "remove access to the clinical photo app" to your list of steps for staff who leave.
- [ ] Keep every version of the policy, and the training records, for 6 years.

Note: This template is not legal advice. Before you use it, consult your lawyer.

Source: CureCast, https://dr.curecasthealth.com/blog/staff-patient-photo-policy/