



Social Media Guidelines

Horizon Health Network Employees/ Non-Employee Personnel

Horizon is online – and we know you are too!

These guidelines will help you engage on social media while also respecting Horizon's values, ethics, and policies.

If you're a staff member, physician, volunteer, student or contractor with Horizon these guidelines apply to you. To protect yourself and the organization, please carefully review this page.

01 Protect Your Patients

Maintain patient confidentiality. Don't post personal health information, including photographs that could reveal a patient's identity.

You're required to follow all applicable Horizon policies, including Social Media and Confidentiality.

02 Live Your Values

Work duties come first. It's ok to engage online during breaks, or on your own time, but don't let your social media activities affect your work performance or patient care.

04 Be Real

Make it clear you work for Horizon when discussing company-related matters, just as you would do offline.

Claim opinions as your own with a simple disclaimer such as, "Opinions are my own and not the views of my employer" or "Tweets are my own."

Don't post fake reviews (favourable or unfavourable) of Horizon, its patients and clients, staff, physicians, and other partners.

05 Be Sensitive

06 Think Before You Post – and Friend

Before you post, ask yourself, "Would I say this out loud in front of a crowd?" Don't share gripes about your work environment or gossip about a colleague. Nothing on social media is private, despite your security settings.

Horizon discourages "friending" or "following" patients on social media. Staff in patient care roles generally should not initiate or accept friend requests, except in unusual circumstances (a friendship may pre-date a treatment relationship, for example).

Social Media Guidelines

Amy Van Looy



Social Media Guidelines:

The Social Media Handbook Nancy Flynn, 2012-01-18 The Social Media Handbook is a comprehensive risk and compliance management toolkit that walks employers step by step through the process of developing and implementing effective social media policy and compliance management programs that are designed to minimize and in some cases prevent social networking and web 2.0 risks and other electronic disasters Throughout this important resource Nancy Flynn an internationally recognized expert on workplace social media offers a guide to best practices for creating safe effective and compliant electronic business communications The book contains a thorough review of the risks inherent in employees social media use and content and explores how organizations can help manage behavior mitigate risks and maximize compliance through the implementation of strategic social media compliance management programs These programs combine written policies supported by comprehensive employee education and are enforced by proven effective technology tools Once these policies and programs are in place employers can safely take advantage of the marketing and communications benefits offered by social media Covering a wealth of material the book includes vital information on topics such as social media and the law managing records and e discovery compliantly regulatory compliance privacy and security blog risks and compliance rules mobile devices drive social media risks a seven step plan for social media policy and compliance management conducting a social media audit creating social media policies content rules and compliance policy compliance and education reputation management and more In addition to addressing pertinent topics on risk management the book contains cautionary real life social networking disaster stories that show how organizations can lose revenue and reputations reveals how employees can lose jobs and explains how individuals can face public humiliation The Social Media Handbook is a hands on guide written for human resource professionals information technology managers legal professionals compliance officers records managers and others who need to manage today's technology tools with up to date employment rules

Social Media and the Law Daxton R. Stewart, 2013 Social media platforms like Facebook Twitter Pinterest YouTube and Flickr allow users to connect with one another and share information with the click of a mouse or a tap on a touchscreen and have become vital tools for professionals in the news and strategic communication fields But as rapidly as these services have grown in popularity their legal ramifications aren't widely understood To what extent do communicators put themselves at risk for defamation and privacy lawsuits when they use these tools and what rights do communicators have when other users talk about them on social networks How can an entity maintain control of intellectual property issues such as posting copyrighted videos and photographs consistent with the developing law in this area How and when can journalists and publicists use these tools to do their jobs without endangering their employers or clients In Social Media and the Law eleven media law scholars address these questions and more including current issues like copyright online impersonation anonymity cyberbullying sexting and WikiLeaks Students and professional communicators alike need to be aware of laws relating to

defamation privacy intellectual property and government regulation and this guidebook is here to help them navigate the tricky legal terrain of social media Social Media and the Law Daxton Stewart,Daxton R. Stewart,2017-02-10 Social media platforms like Facebook Twitter Instagram YouTube and Snapchat allow users to connect with one another and share information with the click of a mouse or a tap on a touchscreen and have become vital tools for professionals in the news and strategic communication fields But as rapidly as these services have grown in popularity their legal ramifications aren't widely understood To what extent do communicators put themselves at risk for defamation and privacy lawsuits when they use these tools and what rights do communicators have when other users talk about them on social networks How can an entity maintain control of intellectual property issues such as posting copyrighted videos and photographs consistent with the developing law in this area How and when can journalists and publicists use these tools to do their jobs without endangering their employers or clients Including two new chapters that examine First Amendment issues and ownership of social media accounts and content Social Media and the Law brings together thirteen media law scholars to address these questions and more including current issues like copyright online impersonation anonymity cyberbullying sexting and live streaming Students and professional communicators alike need to be aware of laws relating to defamation privacy intellectual property and government regulation and this guidebook is here to help them navigate the tricky legal terrain of social media

Social Media Metrics Secrets John Lovett,2011-07-07 Invaluable advice on analyzing and measuring the effects of social media Do you wish you could sit down with an expert to figure out whether or not your social media initiatives are working With Social Media Metrics Secrets you can Expert John Lovett taps into his years of training and experience to reveal tips tricks and advice on how to analyze and measure the effects of social media and gauge the success of your initiatives He uses mini case studies to demonstrate how to manage social operations with process and technology by applying key performance indicators and assessing the business value of social media Highlights how social media can impact all aspects of your business and transform the way you quantify successful interactions with customers Shares innovative techniques for managing the massive volume of social analytics data by putting data to work in ways that contribute to your organizational goals Details techniques for adopting a Social Analytics Framework for understanding evolving consumer behavior necessary to compete in a socially networked future Written in a conversational tone Social Media Metrics Secrets goes behind the scenes to present you with unbeatable advice and unparalleled insight into social media metrics Social Media for Government Staci M. Zavattaro,Thomas A. Bryer,2016-03-10 Social media is playing a growing role within public administration and with it there is an increasing need to understand the connection between social media research and what actually takes place in government agencies Most of the existing books on the topic are scholarly in nature often leaving out the vital theory practice connection This book joins theory with practice within the public sector and explains how the effectiveness of social media can be maximized The chapters are written by leading practitioners and span topics like how to

manage employee use of social media sites how emergency managers reach the public during a crisis situation applying public record management methods to social media efforts how to create a social media brand how social media can help meet government objectives such as transparency while juggling privacy laws and much more For each topic a collection of practitioner insights regarding the best practices and tools they have discovered are included Social Media for Government responds to calls within the overall public administration discipline to enhance the theory practice connection giving practitioners space to tell academics what is happening in the field in order to encourage further meaningful research into social media use within government Social Media Marketing All-in-One For Dummies Jan Zimmerman,Deborah

Ng,2017-04-18 The bestselling social media marketing book Marketing your business through social media isn't an option these days it's absolutely imperative In this new edition of the bestselling Social Media Marketing All in One For Dummies you'll get comprehensive expert guidance on how to use the latest social media platforms to promote your business reach customers and thrive in the global marketplace Social media continues to evolve at breakneck speed and with the help of this guide you'll discover how to devise and maintain a successful social media strategy use the latest tactics for reaching your customers and utilize data to make adjustments to future campaigns and activities Plus you'll find out how to apply the marketing savvy you already have to the social media your prospects are using helping you to reach and keep more customers make more sales and boost your bottom line Includes the latest changes to Facebook Twitter Pinterest LinkedIn YouTube and more Offers tips for engaging your community and measuring your efforts Explains how to blend social media with your other online and offline marketing efforts Shows you how to leverage data to learn more about your community Don't get left behind Let this book help you get the most from every minute and dollar you spend on marketing **Social Media Marketing All-in-One For Dummies** Michelle Krasniak,Jan Zimmerman,Deborah Ng,2021-03-09 Get social with the bestselling social media marketing book No person can ignore social media these days and no business can afford to ignore it either Our lives are mediated through the flicker of Facebook Twitter YouTube and Instagram and brands are increasingly interwoven with our online identities Even for the 90% of marketers who interact with social media regularly its pace and scale can be confusing to the point of distraction Social Media Marketing All in One For Dummies helps you take a step back make sense of the noise and get your brand voice heard over the babble in the way you want it to be These nine mini books in one give you essential straightforward and friendly guidance on how to use the major social platforms to promote your business engage your customers and use feedback to make your product or service the best that it can be From evaluating the right social mix and planning your strategy to the really fun stuff like creating videos on Snapchat and TikTok diving deep on a podcast or looking pretty on Pinterest you'll find everything you need to get your social ducks in a row and say the right things And once the campaign is over you can follow the guidance here to evaluate success and iterate on your approach before getting right back out there for an even bigger second bite Keep up with the latest changes on Twitter Facebook

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different set of circumstances With that in mind the author offers seven steps along with resources that will help you determine the best approach for your own community These steps are 1 Examine your school culture 2 Organize a team 3 Research phase 4 Draft your document and incorporate feedback 5 Make sure the school attorney and school board see the draft 6 Introduction to the school community and 7 Review periodically Resources are included This paper was produced in collaboration with Facebook

Social Media and Africa's Public Sector Eric Kwame Adu, Kojo Kakra Twum, Robert Ebo Hinson, Helen Inseng Duh, Doreen Anyamesem Odame, 2023-04-05 This book focuses on developing a systematic approach to understanding the transformations in Africa's public sector social media landscape Looking at the use of social media from the African public sector perspective the authors present a comprehensive understanding of social media practices and how these could be integrated into African public sector institutions operational activities in order to deliver greater value for African citizens and consumers of public goods and services Chapters explore how social media in Africa differs from traditional media use their application in the public sector objectives for government using social media and how social media plays an interactive role in e government services Providing practical guidance on the use of social media in Africa's public sector and governmental spaces the book also serves as a teaching text in governance and public sector communication efforts within the African context for both undergraduate and graduate programmes

Digital Darwinism Ralf T. Kreutzer, Karl-Heinz Land, 2014-09-19 Digital Darwinism is a key challenge for all companies and brands Not all companies and managers are aware of the challenges lying ahead This book helps to identify the need for change and adaption based on a framework of findings and additional tools to position you and your company in the digital rat race

Beyond Banned Books Kristin Pekoll, 2019-05-01 This resource from Pekoll Assistant Director of the American Library Association's Office for Intellectual Freedom OIF uses specific case studies to offer practical guidance on safeguarding intellectual freedom related to library displays programming and other librarian created content

Engaging the Digital Generation Edmund T. Cabellon, Josie Ahlquist, 2016-09-26 Take an in depth look at technology trends and the practices possibilities and direction needed to integrate a technology open mindset into the work of a student affairs educator This volume explores ways practitioners can engage the digital generation of students and colleagues on their campuses and beyond Topics covered include Student affairs administrators use of digital technology and how to develop and utilize their digital identities Increasing digital fluency and creating a more intentional digital mindset among senior student affairs officers College student development in digitized spaces and the application of digital data in student engagement efforts The development of guiding documents to inform digital and social strategies This is the 155th volume of this Jossey Bass higher education quarterly series An indispensable resource for vice presidents of student affairs deans of students student counselors and other student services professionals

New Directions for Student Services offers guidelines and programs for aiding students in their total development emotional social physical and intellectual

Nursing Informatics 2016 Walter

Sermeus, Paula M. Procter, 2016-07-15 As the importance of electronic and digital devices in the provision of healthcare increases so does the need for interdisciplinary collaboration to make the most of the new technical possibilities which have become available This book presents the proceedings of the 13th International Conference on Nursing Informatics held in Geneva Switzerland in June 2016 This biennial international conference provides one of the most important opportunities for healthcare professionals from around the world to gather and exchange expertise in the research and practice of both basic and applied nursing informatics The theme of this 13th conference is eHealth for All Every Level Collaboration From Project to Realization The book includes all full papers as well as workshops panels and poster summaries from the conference Subjects covered include a wide range of topics from robotic assistance in managing medication to intelligent wardrobes and from low cost wearables for fatigue and back stress management to big data analytics for optimizing work processes and the book will be of interest to all those working in the design and provision of healthcare today **Library Marketing Basics**

Mark Aaron Polger, 2019-03-26 Here is an accessible step by step easy to understand and hands on resource for any librarian who is interested in learning basic marketing tips to raise the profile of their library While other books on library marketing are dense and assume that the library has a full time marketing staff person a publicist a graphic designer and a big fat budget this book offers tips and tricks often free that any librarian can do to market the library It will focus on the small changes to the services a library provides to raise its profile Library Marketing Basics is designed for beginners who are new to library marketing Any librarian can market their library but they must understand what true marketing is all about and how to do it right In this guide you ll Learn what true library marketing is and what it s not Plan a large scale marketing campaign awareness campaign on a shoestring budget Learn how to market yourselves as librarians Develop your own professional identity and brand Learn tips and tricks on obtaining buy in from your colleagues and the entire organization even if they are resistant Learn how to develop relationships with stakeholders in order to raise the profile of your library You ll also find practical examples from the non library corporate sector on how to use currently existing marketing tools and apply them to your library The book focuses on developing a library brand in addition to creating an effective marketing plan social media guidelines identifying assessment tools and providing best practices when developing signage writing website vocabulary and designing promotional materials Library Marketing Basics will show that you don t need a big budget to market the library You just need a small team of like minded colleagues to brainstorm creative ways to raise awareness with your audience Marketing is all about the valuable intangible and tangible aspects of your library and how you connect them with your users **#Share** Natalie T. Wood, Caroline K. Muñoz, 2017-02-08 Each day millions of consumers venture online to search and exchange product information and to seek out and share opinions Electronic word of mouth eWOM communication has been shown to influence consumer actions across a variety of industries King Rancherla and Bush 2014 A significant portion of eWOM occurs on social media platforms Whether it is a status update to Facebook of an upcoming

vacation a picture of a laundry room makeover on Pinterest or a YouTube video discussing the features on the new iPhone consumers are turning to a variety of social platforms to make everyday purchasing decisions easier for themselves and others Indeed social word of mouth sWOM a subset of eWOM has incredible reach with the potential to influence over two billion active social media consumers The purpose of this book is to examine the influence of sWOM and provide guidance on how to operationalize its growing power The goal of this book is to bring together industry best practices and academic research to help construct social media content that speaks with your brand voice stimulates engagement inspires consumers to share share and complies with industry and federal guidelines Each chapter highlights a key area of sWOM that will further your understanding and provide actionable information to assist you in mobilizing positive sWOM for your company

Business Guide for Strategic Management Alfred-Joachim Hermann, 2023-07-26 This book follows the credo Don't work hard work smart Smart in the sense of cleverness systematic organization of work and time as well as farsightedness to open up business perspectives In alphabetical order the book presents the success factors methods and strategies that help strengthen market positions and realign strategies The clear chapters are also very suitable for reference The book is aimed at managers executives and self-employed people who want to use their most valuable resources sustainably and consciously to develop products and services that customers really want Over 100 national and international case studies provide a high utility value For the 2nd edition numerous text passages have been revised new case studies have been integrated and up to date data material has been made accessible With valuable practical tips at the end of each chapter The electronic usage of the German language edition of the book has so far led to more than 1.6 million accesses

Introduction to Computers for Healthcare Professionals Irene Joos, Debra Wolf, Ramona Nelson, 2019-12-18 Introduction to Computers for Health Care Professionals Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students

Unveiling the Energy of Verbal Art: An Emotional Sojourn through **Social Media Guidelines**

In a world inundated with displays and the cacophony of instant communication, the profound power and emotional resonance of verbal artistry frequently diminish into obscurity, eclipsed by the constant assault of noise and distractions. However, located within the lyrical pages of **Social Media Guidelines**, a interesting function of fictional elegance that pulses with raw feelings, lies an unique journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that exciting opus manuals readers on a psychological odyssey, gently revealing the latent potential and profound impact stuck within the complex internet of language. Within the heart-wrenching expanse of this evocative evaluation, we will embark upon an introspective exploration of the book is main styles, dissect its charming writing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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