



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

Daxton Stewart, Daxton R. Stewart

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located on the right side of the slide.

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 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 Marketing All-in-One For Dummies Michelle Krasniak, Jan Zimmerman, Deborah Ng, 2021-04-06 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 LinkedIn TikTok and more Blend your social side with your traditional marketing presence Become more engaging and metric your success Get to know your fans with user data Wherever you re coming from social media strategist site manager marketer or something else social media is where your customers are This book shows you how to be there too

[How to Create Social Media Guidelines for Your School](#) Steven Anderson, 2012 Social media is fast becoming as ubiquitous as the air we breathe In recent months many schools and districts around the country have taken steps to create social media policies and guidelines for their students and staff In the author s work with several districts to draft these documents he has seen many approaches that work well and some that do not That said there is no silver bullet for administrators every school district and state has a 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

The Online Journalism Handbook Paul Bradshaw, 2023-07-28 The Online Journalism Handbook offers a comprehensive guide to the ever evolving world of digital journalism showcasing the multiple possibilities in researching writing and storytelling provided by new technologies In this new edition Paul Bradshaw presents an engaging mix of technological expertise with real world practical guidance to illustrate how those training and working as journalists can improve the

development presentation and global reach of their stories through webbased technologies Thoroughly revised and updated this third edition features A new chapter dedicated to writing for email and chat with updated case studies New sections covering online abuse news avoidance and trust Updated coverage of accessibility inclusivity and diversity in sourcing writing for social media and audio and video New formats including social audio audiograms Twitter threads the Stories format charticles and scrollytelling Expanded international examples throughout The Online Journalism Handbook is an essential guide for all journalism students and professional journalists and will also be of interest to digital media practitioners The companion website for this book further enhances student knowledge through regularly updated case studies real time development reports and in depth discussion pieces from cutting edge sources

OECD Reviews of Risk Management Policies The Changing Face of Strategic Crisis Management OECD,2015-12-07 Strategically managing crises is an essential responsibility of governments Often critical decisions need to be made swiftly under difficult and complex conditions as crises impacts may spread beyond national borders and can trigger significant economic

The Student Newspaper Survival Guide Rachele Kanigel,2011-09-06 The Student Newspaper Survival Guide has been extensively updated to cover recent developments in online publishing social media mobile journalism and multimedia storytelling at the same time it continues to serve as an essential reference on all aspects of producing a student publication Updated and expanded to discuss many of the changes in the field of journalism and in college newspapers with two new chapters to enhance the focus on online journalism and technology Emphasis on Web first publishing and covering breaking news as it happens including a new section on mobile journalism Guides student journalists through the intricate multi step process of producing a student newspaper including the challenges of reporting writing editing designing and publishing campus newspapers and websites Chapters include discussion questions exercises sample projects checklists tips from professionals sample forms story ideas and scenarios for discussion Fresh new full color examples from award winning college newspapers around North America Essential reading for student reporters editors page designers photographers webmasters and advertising sales representatives

Business Digitalization Pantea Foroudi,Maria Teresa Cuomo,2023-09-29 Technological advances alongside increasing globalization and growing awareness of socio cultural and socio political issues are driving corporate branding innovations and organizations must react and adapt quickly to compete This book investigates and explores the impact of digital transformation on building corporate branding identity and reputation This book brings together international contributors to provide examples from a wide range of industries and firms including the retailing and agrifood industries and illustrates the many dimensions of corporate branding and theories and how they can be aided by digital transformation It explores the connection of branding with artificial intelligence social media networks and technologies 4 0 as well as the limitations and challenges they might deliver Using a combination of theory primary research findings and practice this book offers viewpoints and expertise from multiple regions appealing to a global audience This

edited collection serves as an important resource for researchers scholars and postgraduate students of marketing brand management and corporate communications and those interested in the emerging relationship with technology

Misbehavior Online in Higher Education Laura A. Wankel, Charles Wankel, 2012-01-03 Misbehavior Online in Higher Education is rich in contemporary case studies analytical reports and up to date research providing detailed overviews of various misbehavior including cyberbullying cyberstalking cyberslacking and privacy invasion hacking cheating teasing and enhanced prejudicial attitudes

Online Misogyny as Hate Crime Kim Barker, Olga Jurasz, 2018-12-07 The ideal of an inclusive and participatory Internet has been undermined by the rise of misogynistic abuse on social media platforms However limited progress has been made at national and to an extent European levels in addressing this issue In England and Wales the tackling of underlying causes of online abuse has been overlooked because the law focuses on punishment rather than measures to prevent such abuses Furthermore online abuse has a significant impact on its victims that is underestimated by policymakers This volume critically analyses the legal provisions that are currently deployed to tackle forms of online misogyny and focuses on three aspects firstly the phenomenon of social media abuse secondly the poor and disparate legal responses to social media abuses and thirdly the similar failings of hate crime to tackle problems of online gender based abuses This book advances a compelling argument for legal changes to the existing hate crime and communications legislation

Auditing Social Media Peter R. Scott, J. Mike Jacka, 2011-02-25 Practical big picture guidance toward a mastery of social media benefits and the risks to avoid Packed with useful web links popular social media tools platforms and monitoring tools Auditing Social Media shows you how to leverage the power of social media for instant business benefits while assessing the risks involved Your organization sees the value in social media and wants to reach new markets yet there are risks and compliance issues that must be considered Auditing Social Media equips you to successfully partner with your business in achieving its social media goals and track it through strong metrics Shows how to ensure your business has adequate metrics in place to capitalize on social media while protecting itself from excessive risk Reveals how to ensure your social media strategy is aligned with your business's goals Explores the risk and compliance issues every business must consider when using social media Includes a sample audit program Auditing Social Media is the one stop resource you'll keep by your side to clear away the confusing clutter surrounding social media

Social Media in the Public Sector Field Guide Ines Mergel, Bill Greeves, 2012-11-05 Stocked with real life examples and case studies this book explores myriad social media tools and provides step by step guidance on how to implement them based on mission goals and strategy Written in a jargon free and accessible style the book is a go to resource for anyone in government who wants to put the power of social media to work for their organization Praise for Social Media in the Public Sector Field Guide Twitter and Facebook and Blogs Oh My In this bewildering new field of social media Mergel and Greeves expertly provide practical advice for governments to harness the power of these new online services Bill Schrier deputy director Center for Digital

Government eRepublic com former CTO CIO City of Seattle This is simply a must read book for anyone interested in or involved with social media in the public sector The authors take a refreshing and original approach supported by excellent examples regarding the evolving role social media is playing and can play in government I cannot think of two better experienced authors to help guide us through the new realities of social media in government Dr Alan R Shark executive director Public Technology Institute assistant professor Rutgers University School of Public Affairs and Administration In the local government sector there seem to be three schools of thought regarding social media I ve got a Facebook page let s jump right in Not happening on my watch and Who cares This field guide is perfect for any of the above as it provides practical applications and rationale for why local government needs to connect with people where they are which is on the Internet Our association of nearly 500 innovative local governments knows that Mergel and Greeves are the perfect authors for this must have tutorial Karen Thoreson president and chief operating officer Alliance for Innovation Every day on GovLoop com our network of 60 000 government leaders share best practices and ask questions about using social media in government I ve often been asked by members for a good reference to help them get going on their federal state or local government social media programs I never had an answer now I do This field guide is the go to resource to ensure your social media programs deliver real mission results Mergel and Greeves are experts in the field a blend of research and real world experience to get you to where you need to go Steve Ressler founder and president GovLoop com

Technical Communication Mike Markel, 2014-12-05 Instructors know that Mike Markels Technical Communication will prepare their students for any workplace writing situation No other text offers such a comprehensive introduction to the field while still delivering practical effective support for students at every level The eleventh edition has been thoroughly revised to reframe the work of technical communicators in the context of todays highly collaborative rapidly evolving digital practices Fresh social media driven sample documents and coverage of the latest tools and technologies ensure that students work with the kinds of processes and products theyll encounter on the job

Practical Strategies for Technical Communication Mike Markel, 2015-11-17 In Practical Strategies for Technical Communication Mike Markel gives students the essentials they ll need to communicate successfully in today s workplace The book offers concise and accessible yet thorough coverage of audience and purpose research style and document design and strategies for designing all of the major document types For the second edition Markel has worked with organizations to choose sample documents and annotate them with insights and advice from the employees who developed them Throughout the text a new set of engaging graphics provides visual explanations of key concepts

Maximize Your Social Neal Schaffer, 2013-09-23 Create and maintain a successful social media strategy for your business Today a large number of companies still don t have a strategic approach to social media Others fail to calculate how effective they are at social media one of the critical components of implementing any social media strategy When companies start spending time and money on their social media efforts they need to create an internal

plan that everyone can understand Maximize Your Social offers a clear vision of what businesses need to do to create and execute upon their social media for business road map Explains the evolution of social media and the absolute necessity for creating a social media strategy Outlines preparation for mechanics of and maintenance of a successful social media strategy Author Neal Schaffer was named a Forbes Top 30 Social Media Power Influencer is the creator of the AdAge Top 100 Global Marketing Blog Windmill Networking and a global social media speaker Maximize Your Social will guide you to mastery of social media marketing strategies saving you from spending a chunk of your budget on a social media consultant Follow Neal Schaffer s advice and you ll be able to do it yourself and do it right **Technical Communication with 2016 MLA**

Update Mike Markel,2016-07-01 THIS TITLE HAS BEEN UPDATED TO REFLECT THE 2016 MLA UPDATES Our editorial team has updated this text based on content from The MLA Handbook 8th Edition Browse our catalog or contact your representative for a full listing of updated titles and packages or to request a custom ISBN Instructors know that Mike Markel s Technical Communication will prepare their students for any workplace writing situation No other text offers such a comprehensive introduction to the field while still delivering practical effective support for students at every level The eleventh edition has been thoroughly revised to reframe the work of technical communicators in the context of today s highly collaborative rapidly evolving digital practices Fresh social media driven sample documents and coverage of the latest tools and technologies ensure that students work with the kinds of processes and products they ll encounter on the job **The Rules of Social Media Compliance & Governance** Amy Jauman,2017-01-15 As more and more people accept that social media is like the wild west an untamed constantly changing frontier it can be intimidating and even paralyzing to venture out into this volatile frontier The Rules of Social Media Compliance Governance helps social media professionals and business owners of all experience levels better understand social media guidelines when to ask for help and agencies that are available to support you like the Federal Trade Commission If you want to learn more about current social media law or if you re prepping for NISM s certified Social Media Strategist SMS exam this guide will help you learn more about what you need to accomplish A few of the key concepts covered include how to Create a social media policy Define when and when not to participate in a conversation Maintain social media policy through the inevitable changes your organization experiences Identify and protect intellectual property Create a procedure explaining how to participate and converse in a variety of situations Comply with company policies regarding social media use Work with key stakeholders to ensure efforts are supported Every organization should consult a legal professional when questions about their social media work arise but in this book Dr Amy Jauman helps people answer a critical question When do I need to talk to a lawyer about my social media presence If you re prepping for the SMS exam or just need to figure out what you don t know about social media laws this book will familiarize you with relevant terminology explain various laws and agencies that may affect your business and help you achieve a better understanding of what every business owner needs to understand about social media **Social Media**

Ethics Made Easy Joseph W. Barnes, 2016-08-23 Social Media Ethics Made Easy takes an in depth look at the risks of social digital and mobile media marketing without structured policies Readers will learn what is at stake from the law to their reputation and what happens if businesses and or individuals do not disclose relationships or comply with FTC Federal Trade Commission regulations Readers will come to understand what they should do why and how they should do it The issues in this book affect every single business from for profits to nonprofits to government and educational institutions It also addresses the impact on every single social digital media participant and why they must learn about these guidelines so they can protect their own personal brand This book is intended for a broad audience including students and professors in both undergrad and graduate schools and practicing business executives The goal is to inform management practice and help current and future business leaders navigate through the ethical laws and compliance issues affecting social digital and mobile media

The Ultimate Guide to Social Media Marketing Micheal Media, 2021-02-12 55% OFF for Bookstores NOW at 26 97 instead of 36 97 LAST DAYS Do you want to get more customers to buy your products Social media is valuable for any business of any size or industry because all your customers and potential customers are already on their smartphones scrolling through the feeds The more strategic you are with your social media strategy the easier it will be for you to turn followers into buyers of your products or service The goal of marketing has always been to push target audience members into making a conscious choice to purchase a product subscribe to a service or to even change their perspective on a certain issue or topic The point is that marketers need to know how people think and feel on each known site in order to craft a message that they will respond positively when exposed to This is where Instagram comes into play as it is one of the easiest platforms to overlook underestimate and disregard as marketing tool Today social media is used for a business to market anything It is possible to go to any social media platform and interact with others by talking about your business and what you sell or promote You can let others know everything you want to do while encouraging people to see that your business is one they can trust This guide includes information on all major social media sites available and what to do with them Facebook is the best option to utilize for your marketing plans however to be well informed read about various other social media platforms These include Twitter Instagram and many others that target specific groups of people Each section in this guide will help you understand what makes each social media platform special You will be able to decide which ones you need to target and then learn how to reach people through each of those platforms This will give you a sense of control when you work online This book covers Facebook Instagram LinkedIn YouTube Twitter Pinterest The points listed in this social media marketing book will illustrate what you can get out of your business This guide is to help you get a better chance of getting the word out about what you are marketing It is all about standing out from the rest of the pack 55% OFF for Bookstores NOW at 26 97 instead of 36 97 LAST DAYS You will Never Stop Using this Awesome Cookbook Buy it NOW and get addicted to this amazing book

The Complete Idiot's Guide to Social Media Marketing Jennifer Abernethy, 2010

Unlike websites that function as billboards to promote products or services social media open up dynamic opportunities for businesses to interact and connect on a personal level with their target markets Both large and small businesses are increasingly using social media to gain new insight into their customers and to better target their products and services The Complete Idiot's Guide to Social Media Marketing helps people with a product service or business of any size take advantage of this new vehicle which is reshaping the face of marketing In clear jargon free terms it explains how to use social media to target and tailor advertising to a particular group of people through a common interest or demographic Down to earth advice helps readers determine which sites are the most productive and which combination of social media is best for a particular product or service In typical Complete Idiot's Guide fashion it covers all of the most influential social media Facebook MySpace LinkedIn Twitter YouTube FriendFeed Ning and more with step by step directions on how to create compelling and effective content and optimize searchability

Whispering the Techniques of Language: An Psychological Journey through **Social Media Guidelines**

In a digitally-driven earth wherever screens reign great and quick connection drowns out the subtleties of language, the profound strategies and emotional nuances hidden within words often move unheard. However, set within the pages of **Social Media Guidelines** a charming fictional prize sporting with natural feelings, lies an extraordinary journey waiting to be undertaken. Written by an experienced wordsmith, this charming opus encourages viewers on an introspective trip, lightly unraveling the veiled truths and profound impact resonating within the very material of each word. Within the mental depths with this touching review, we can embark upon a sincere exploration of the book is key styles, dissect its charming writing design, and succumb to the effective resonance it evokes deep within the recesses of readers hearts.

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