

ADMINISTRATION

POLICY MEMORANDUM

POLICY TITLE:	Identification Badges
POLICY NUMBER:	MCH-3000
JCAHO FUNCTION AREA:	Management of Human Resources
POLICY APPLICABLE TO:	All MCH Employees, Students, Faculty, Clergy, Medical Staff, Licensed Independent Practitioners, MCH Auxiliary, Hospital Volunteers, Texas Tech Employees, and Contract Workers
POLICY EFFECTIVE DATE:	March 8, 1991
POLICY REVIEWED:	12/1/96; 4/98; 3/99; 4/00; 10/15/04; 10/05; 2/06
POLICY REVISED:	4/16/97; 3/9/99; 10/15/04; 2/06; 5/06

ALTERNATE WORD SEARCH:

POLICY STATEMENT:

While in the hospital performing tasks related to hospital operations persons in the above listed positions are required to wear Medical Center Hospital photo-identification badges for identification and security purposes. Badges must be worn at all times above the waist with the picture and name visible so they can be readily seen by security personnel, patients, visitors, etc.

PROCEDURE:

- 1) Badges will be made by the Support Service Department on Monday through Friday from 8:00 a.m. to 10:00 p.m. The initial identification (ID) badge will be issued to persons when they provide the following:
 - a. MCH Placement Checklist with requested signatures
 - b. A valid photo ID – A valid photo identification is one issued by the federal or state government (driver's license), or any agency thereof, or by a foreign national government (passport).
 - c. Students 16 and younger who may not have a government issued ID must present a current school ID badge.

- 2) Subsequent identification (ID) badges will be issued to persons when they provide the following:
 - a. A valid photo ID – (as defined above)
 - b. Students 16 and younger who may not have a government issued ID must present a current school ID badge.

- c. A Support Services ID form with requestor's signature (This form will be made available at time of request for badge)
- 3) To help identify various categories of persons to whom identification badges are issued, either the margin around the badges or the background of the photo are color-coded, as follows:
 - a. White margin – MCH employees
 - b. Light Pink margin – Employees of MCH's Women's and Children's Services department
 - c. Yellow margin – Medical Staff & Licensed Independent Practitioners
 - d. Dark Pink – MCH Auxiliary
 - e. Light Blue margin – Junior Volunteer
 - f. Purple margin – Clergy
 - g. Red margin – Students of Odessa College and Midland College
 - h. Lime green photo background – City of Odessa employees

Identification badges for Texas Tech faculty, students and employees will include the Texas Tech University logo.

- 4) Badges must be worn at all time above the waist, with the picture and name visible so they can be readily seen by security personnel, patients, visitors, etc.
- 5) Due to the proximity care capability of the badges, pins and/or decorations may not be placed on the badges. These items will interfere with the card function.
- 6) Due to safety and security concerns, every person receiving an ID badge is responsible for maintaining their badge. A fee of \$5.00 will be assessed for replacement of lost badges. This fee will increase in \$5.00 increments for subsequent lost badges (10.00, \$15.00, etc.)
- 7) Lost or stolen badges must be reported to Security. If the badge is not located within 24 hours, staff are required to replace their badge immediately.
- 8) Employees will be issued an identification badge upon assignment of an employee number and being entered in the employee payroll and Human Resources system.
 - a. Supervisors and managers are required to insure that employees were their badges while on duty and otherwise conform to this policy.
 - b. Employees will not make photocopies of their badges for any reason.
- 9) It is the responsibility of each school to make arrangements with the Support Service Department to have badges made for their students, faculty and employees, as well as to recover and return badges to the Support Service Department at the end of clinicals and/or when a person terminates their affiliation with the school.

- 10) Members of the Clergy must present authorization from the Hospital's Chaplain before a badge will be made and issued.
- 11) Volunteer Services Department will authorize the placement of all MCH auxiliary and volunteers. ID badges will be issued after completing the medical screening of Employee Health.
- 12) Members of the Medical Staff, their allied health professionals and assistants will be issued badges after:
 - a. Being entered into the hospital computer system,
 - b. Being issued a physician number

Allied health professionals and assistants must be credentialed according to the Medical Staff By-Laws before badges will be issued.

- 13) Contract employees, whether employed by MCH or by outside contractors, will be issued temporary badges to wear while working in the Hospital.

It is the responsibility of the respective department and director to recover and return badges to the Support Service Department when persons terminate their affiliation and/or association with Medical Center Hospital.

AUTHOR'S SIGNATURE	
	Harvey Hudspeth, Executive Director Human Resources Department
AUTHORIZING SIGNATURE(S)	
	William W. Webster Chief Executive Officer
END OF POLICY	