

TITLE: PROPER WEAR AND USE OF IDENTIFICATION BADGES	
Category: Human Resources	
<i>Check one</i> <input checked="" type="checkbox"/> HOSPITAL-WIDE <input type="checkbox"/> DEPARTMENT-SPECIFIC FOR →	<i>List department if department-specific</i>
POLICY NUMBER: 8711.285	RESOURCE PERSON: MARY WHITE, CEO

PURPOSE: To emphasize the importance of appropriately wearing identification badges. An important factor in caring for our patients and their families is proper identification of service providers. Used properly, badges serve as important identification, security, facility access, parking, and timekeeping devices.

SCOPE: All Swedish Medical Center (SMC) Employees, Volunteers, and Providers.

POLICY:

1. Identification badges must be worn by all employees, volunteers, and providers working or while “on the clock” and performing any services in any work area of our campus.
2. Only verified official job titles will be used on identification badges. Identification badge requirements and specifications are as follows:
 - “Regular” Badges: Issued to all employees requiring timekeeping at SMC. Badges are designed with SMC logo, employee photo, and pertinent employment information including first name and last initial, title, credentials, and department name. Badges for Department Directors hired after July 1, 2006, will include full first and last name, title, credentials and department name.
 - Provider Badges: Issued to physicians, all allied health, short-term contractors, and visiting clergy who do not require Kronos timekeeping. Badges are designed with SMC logo, a photo of the individual, title, credentials, and department name.
 - High Security/Pink Badges: Issued for Family Care Unit, Labor & Delivery, and Admission Nursery, Women’s Health, Intensive Care Nursery employees and providers. Badges are designed with SMC logo, pink stripe, employee photo, and pertinent employment information; including first name and last initial, title, credentials, and department name.
 - Volunteer Badges: Issued only to individuals serving as volunteers. The badge is designed with SMC logo, has a green stripe, a photo of the individual, first name and last initial, and volunteers status.
 - Airlife Badges: Issue to all Airlife personnel. Badges are designed with HealthOne Airlife logo, employee photo, and pertinent employment information including first name and last name, title, credentials, and department name.
 - Vendors: All vendors must sign in through vendor clear and wear a temporary badge that is provided to them.
 - Long-Term Travelers: Travelers contracted for 4 weeks or longer are issued employee badges with time-keeping information, photo, first name, last initial, credentials, and department.
3. The RTD EcoPass sticker: Full-time and part-time employees may be issued a RTD EcoPass. The RTD sticker must be placed on the front of the SMC identification badge. Badges holding EcoPass stickers will cost \$10 for the badge replacement plus the \$50 for the Eco-Pass cost. Any found badges will be returned to the owner at no expense.
4. Lost, stolen, or damaged badges will be replaced at the owner’s expense. A fee of \$10 will

- apply for replacement of the badge, cash only.
5. Outdated pictures/Changes in employee appearance: Employees experiencing changes in appearance (i.e. new hair styles, new hair colors, etc.) have the option of replacing their previous badges at their own cost of \$10.00. All previous badges will be collected and destroyed by Human Resources.
 6. Transfers/Promotions/Demotions: Any employee transferring departments, being promoted or demoted to a new job will have their badge replaced at no cost.
 7. Float Pool employees may be issued a second badge, that is not active, for identification purposes only for when working in secured areas.
 8. Employees should keep their identification badges with them for use in the event of a security alert or disaster. Badges will assist with entry or travel to necessary facilities.
 9. Upon termination, badges will be de-activated and turned into Supervisor or Human Resources.
 10. Students must wear their school issued ID badge.

Effective Date: 02/01

Reviewed:

Revised: 04/07; 10/10

Committee Approval: HR Functional Team

Administration: Mary White, CEO

Medical Staff: