



COPIES ARE ONLY VALID ON THE DAY PRINTED

FACILITY: Sacred Heart Hospital	MANUAL(S): Medical Staff
TITLE: Identification Badges for Physicians & Allied Health Professionals	ORIGINATING DEPARTMENT: Medical Staff
SUPERCEDES: June 1, 2007	POLICY NUMBER: none

- I. POLICY:** The Hospital will provide each Medical Staff and Allied Health Professional with a standardized photo identification badge to identify Medical Staff and Allied Health Professionals to patients, families, fellow colleagues, and as a measure of security.
- II. PURPOSE:** To provide guidelines for proper identification for Medical Staff and Allied Health Professionals.
- III. GUIDELINES:**
 - 1. Medical Staff and Allied Health Professionals are required to wear their Hospital ID badge with the name and photograph plainly visible and above the waist while on duty with the exception for procedural garb (i.e. sterile procedures).
 - 2. Full name and title will be identified on the ID badge. ID badges will be free of decals, attachments or alterations.
 - 3. Only proper names and the accepted common derivatives will be allowed (example: Robert/Bob, Thomas/Tom, Judith/Judy). Nicknames will not be permitted on the ID badges.
 - 4. In a disaster situation and after hours, the ID badge identifies the individual as a hospital Medical Staff and Allied Health Professional and allows access into the hospital.
 - 5. Replacement ID badges are ordered through the People Services Department.
 - 6. The ID badge should not be:
 - Washed or placed in a dryer
 - Exposed to MRI magnetic field
 - Scratched or punctured on the bar code area
 - Exposed to microwaves
 - Left exposed to sunlight (do not leave on the car dashboard)
 - 7. Do not use or wear an ID badge belonging to another individual or allow anyone to use or wear your ID badge. To do so is grounds for disciplinary action.
 - 8. The ID badge is property of Sacred Heart Hospital and is to be returned to the Medical Staff Office on your last day at the Hospital.

PROCEDURE:

- I. The People Services Department will issue the original ID badge to each new Medical Staff and Allied Health Professional.
- II. The People Services Department will issue a new ID badge to Medical Staff and Allied Health Professionals with a name change.
- III. The Medical Staff and Allied Health Professional must contact the People Services Department for replacement ID badges. The ID badge must be presented in order to issue a new badge, unless lost. Once the new card is issued, the old card is automatically disabled as a security measure.

Review And Endorsement By:		March 1, 2011
March 18, 2011 Medical Executive Committee		
March 17, 2017 Medical Executive Committee		