

Beaumont HEALTH

Title Identification Badge	Location ALL Beaumont Health	Functional Area General
Policy Owner SVP and Chief HR Officer	Document Type Policy	Effective Date 02/19/2016

I. CORPORATE AUTHORITY

Beaumont Health ("BH") as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., ("Subsidiary Hospitals") establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals' workforces are collectively designated as BH workforce throughout BH policies.

II. PURPOSE AND OBJECTIVE:

It is the mission of Beaumont Health to provide compassionate, extraordinary care every day. To support the mission, Beaumont Health values teamwork to collaborate as individuals and groups to deliver the best outcomes for patients, families and customers and to provide the best environment for physicians, staff and volunteers. It is the goal of Beaumont Health to establish a safe environment that promotes patient and staff safety, effective communication with patients, families and one another, security, facility access, visitor awareness and community visibility. To that end, Beaumont Health will require that all authorized employees, volunteers, students, visitors, vendors (in select areas), non-employed physicians, patients and contracted personnel have appropriate identification.

III. POLICY STATEMENT:

It is the policy of Beaumont Health to identify on-duty employees and non-employees working at Beaumont Health through the issuance of a photo identification badge, which must be worn according to the procedures, set forth in this policy. This policy will contribute toward:

- A. Providing Beaumont Health's patients, family members, visitors and employees with a safe and secure environment;
- B. Communicating effectively with patients, families and one another;
- C. Reinforcing the Beaumont Health brand with a simple, common badge format and color.
- D. Assisting patients in the identification of licensed and direct patient care providers and other employees for current and future regulatory requirements;
- E. Securing the environment during times of an emergency or disaster;
- F. Providing facility entry/access;
- G. Where applicable, name badges may be used for time clock entry, building and parking lot entry, security access to designated authorized areas and other conveniences such as cafeteria privileges, gift shop, employee service privileges, paycheck audits, payroll

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deductions, etc.

IV. SCOPE:

This policy applies to all employees and non-employees of Beaumont Health and all business units, affiliates and corporate offices. Non-employees shall include volunteers, students, contracted personnel, vendors, and independent physicians.

V. RESPONSIBILITIES:

- A. The Security Department, Management, and Human Resources are responsible for safeguarding patients, employees, volunteers, visitors and the property and facilities of the organization. In this regard they will:
 1. Issue photo identification badge to all employees and non-employees.
 2. Refuse admittance to the organization of any individual not displaying the required photo identification.
 3. Management and/or Human Resources will collect photo identification badge from employees and non-employees upon suspension, termination and/or assignment completion date.
 4. It is the responsibility of all employees and non-employees, including physicians, volunteers and contractors, to report lost or stolen badges to the Security Department.
 5. Security Department and/or Human Resources will be responsible for the identification badge system, system maintenance and administration to include the issuing of photo identification badges.
- B. Management will be accountable for :
 1. Communicating the policy to employees and non-employees inclusive of independent physicians, volunteers, students and contracted personnel within their scope of supervision.
 2. Counsel and when appropriate discipline employees for failure to comply with policy requirements.
 3. Management will support the Security and Human Resource Departments to retrieve identification badges at time of termination and/or suspension from active work duty.
- C. Employees and Non-Employees are required to:
 1. Wear the photo identification badge with the photograph clearly visible at all times.
 2. Adhere to all of the requirements of this policy.
 3. Employees, management, physicians, students, volunteers, non-employed physicians and contracted personnel are required to display first name and last name on front of badge. Clinical staff, other than physicians, regularly assigned to the Emergency Department, Psychiatric and Geropsychiatric Units will have first name and last initial

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on front of badge.

VI. PROCEDURE:

A. Issuance of Badges

1. Identification badges will be issued to all new and current Beaumont Health employees and non-employees. Newly hired employees will be issued an identification badge after successful completion of the on-boarding process. The badge will be activated on the first day of work. Employees should not begin work without a photo identification badge.
2. One identification badge is issued per person.
3. The identification badge will be issued at the hiring location and/or primary assignment location for contracted personnel, students and volunteers. Individuals on short term assignments and one day job shadow program will be issued a temporary identification badge, which should be returned at the end of their assignment.

B. Wearing of Badge

The identification badge shall be worn at all times during working hours, at organizational events, at work related meetings and for in-service/education programs held on Beaumont Health property. For ease of identification for our patients, visitors and guests, badge will be worn on the chest area no lower than the upper torso of the outer most garment of clothing, with name and photo side clearly visible. No objects of any kind may be attached to the badge. Attachments of pins and other items to the identification badge may interfere and/or destroy its proper use. Only Beaumont Health issued lanyards and/or badge clips are allowed. Lanyards and badge clips must be worn only on the chest area and may hang no lower than the upper torso.

C. No Objects Attached to Badge

No objects of any sort may be attached to the photo identification badge. Avoid attaching pins to badge so not to damage the antenna, bar code and/or magnetic strip that will interfere with proper badge functions for time clock, parking lot and facility access. Avoid exposing badge to extreme hot and cold temperatures. Badge should not be left in your personal vehicle in extremely cold and hot weather as it may interfere with proper badge functions. No political and/or non-Beaumont Health related endorsements are permitted on the identification badge.

D. Information Contained on Badge

Employee identification badge will contain the following information:

1. Employee's or non-employee's current picture with face clearly visible.
2. Employee name as it appears on a valid driver's license or Beaumont Health payroll record. No nick names allowed. Volunteers, non-employed physicians and

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contracted personnel name as it appears on a valid driver's license or state issued identification.

3. First name in large print, last name in smaller print on front of badge.
4. First name in large print, last initial in smaller print on front of badge for clinical employees, other than physicians, regularly assigned to Emergency Department, Psychiatric and Geropsychiatric Units.
5. All physicians will have first and last name printed in the same size.
6. Department Name: A short, general department name or work area, e.g., Administration, also will be shown on the badge. (At the Beaumont Health Farmington Hills Campus only, position title also will be shown on the badge to comply with Healthcare Facilities Accreditation Program (HFAP)).
7. Certain State of Michigan licensures are approved for the face of the badge in order to clarify their caregiving/therapy roles for patients and families:
 - CNM (Certified Nurse Mid Wife)
 - CRNA (Certified Registered Nurse Anesthetist)
 - DR (MD, DO, DPM)
 - L.B.S.W (if Social Worker has bachelors)
 - L.M.S.W (if the Social Worker has masters)
 - NP (Nurse Practitioner)
 - O.T. (Occupational Therapist)
 - O.T.A. (Occupational Therapy Assistant)
 - PA (Physician's Assistant)
 - PhD (Psychologist only)
 - P.T. (Physical Therapist)
 - P.T.A. (Physical Therapy Assistant)
 - RD (Registered Dietician)
 - RN (Registered Nurse)
 - LPN (Licensed Practical Nurse)
 - RPh (Pharmacist)
 - RT (Respiratory Therapist)
 - S.L.P. (Speech Language Pathologist)

The badge is not intended for displaying credentials, academic degrees, etc.

E. Purpose

1. The identification badge serves two primary purposes: First, to enable communication between patients and caregivers, and to ensure patients and families know the names of their caregivers; Second, to secure the environment, especially during times of emergency or disaster.
2. Depending on location, identification badge also may be used for facility access, parking lot access, computer system access, time clock and ability to charge organization services for payroll deductions.

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F. Status Changes and Lost Badge

1. Badge will be issued/reissued without charge if the employee is a new hire or if the employee or non-employee has a legal name change or changes in employment status to include department, title, or security/facility access. It will be the employee's and non-employee's responsibility to report changes and loss of a badge to Human Resources, Management or the Security Department. All changes must be reported within 30 days of the change in order to maintain an accurate identification badge system.
2. Employees and non-employees will be charged \$10.00 for replacement badge due to loss, theft, or mutilation. Mutilation consists of willful puncturing or attachment of pins to the identification badge and other damages that occurs to the badge outside of normal wear and usage.
3. No temporary identification badge will be issued.

G. Borrowing/transferring of Badges Prohibited

Beaumont Health employees and non-employees may not transfer, borrow or use badges of other individuals for any reason and/or purpose. One employee or non-employee specific identification badge will be issued per person.

H. Return of Badge

The Beaumont Health identification badge is the property of Beaumont Health and all employees and non-employees must return their badge to Human Resources, Security Department, or Management immediately upon employment suspension due to disciplinary action, retirement and termination of employment for any reason.

I. Enforcement

Beaumont Health reserves the right to suspend the identification badge privileges and/or access based upon need or policy violations. Suspension of the identification badge privileges may involve denial to payroll deduct for gift shop purchases, organization services, cafeteria charges and other.

VII. REFERENCES:

- A. Vendor Mate Policy for contracted personnel, vendors, suppliers
- B. Request form for Identification Badge

VIII. REVIEW AND REISSUE DATE:

- A. This date will be three years from the month and year in which the policy is finalized, unless the organization/department would like to establish an earlier date. All policies are to be updated when changes to policies or procedures occur or every three years, whichever occurs earlier.

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IX. DISCRETION TO MODIFY POLICY:

- A. Beaumont Health periodically reviews and revises its policies. This policy, as with all others, is subject to change at Beaumont Health's discretion without prior notice. This policy supersedes all prior written policies on this subject. This policy is located on the Beaumont Intranet.