



JOINT COMMISSION GUIDELINES



I. POLICY:

In accordance with regulatory requirements, it is the goal of the hospital to establish a safe environment by requiring that all authorized volunteers, employees, visitors, patients, independent contractors, and vendors have appropriate identification.

All hospital employees and medical staff must visibly wear their hospital photo ID badge, with picture and life number clearly visible, at all times while at the hospital.



HOSPITAL LAW

"Hospitals must identify appropriate patients, staff and other people entering the facilities" - E.C 2.10.5

The hospital identifies and manages its security risks:

- Identification policy: Staff badges, contractor badges, **visitor badges**, sensitive area badges (OB, Pediatrics), infant tagging and patients wristbands.

II. RESPONSIBILITY:

- A. The Security Department is responsible for safeguarding patients, employees, and visitors as well as the property and facilities of the medical center. In this regard they will:
 1. **Issue photo ID badges** to employees and **non-employees**.
 2. Refuse admittance to the medical center of any individual not displaying a photo ID.
 3. Collect Photo ID's from employees upon their termination.
- B. Department Heads/Supervisors must:
 1. Communicate the policy to employees.
 2. Counsel and discipline employees who do not comply with this policy.
- C. The Human Resources Department will:
 1. Issue employee identification numbers and referral slips for new employees, including temporary personnel to the Security Department.
 2. Issue non-photo ID's to agency personnel and consultants.
- D. The Volunteer Department will:
 1. Issue referral slips to Security Department so that photo ID cards may be issued to all volunteers.
 2. Communicate and enforce this policy to all volunteers.
- E. All Employees must wear a hospital photo ID badge with a picture and life number clearly at all times when at the hospital.



III. PROCEDURES:

A. Employee ID Badges:

1. On the first day of employment, new employees must obtain a referral slip from Human Resources authorizing them to receive a staff ID badge from Security.
2. Replacement ID badges are issued by Security with an authorization slip from the employee's department. Employees are charged for new ID badges.
3. ID badges are property of the medical center and must be returned to the Security Department upon termination.

B. Volunteer ID Badges:

1. The Volunteer Department authorizes ID cards for all volunteers. Volunteers receive their ID badge from Security.
2. All volunteers must wear their photo ID with picture and life number clearly visible at all times when at the medical center.

C. Non-Employees ID Badges:

1. Human Resources issues non-photo ID badges to agency employees before they start work.
2. For departments that are authorized by Human Resources to employ agency employees on weekends or off shifts, the workers are furnished with an ID badge by the agency.

D. Agency/Contract Staff:

1. The referring agency will issue ID badges to agency/contract

IV. CONTROLS:

Security will establish such controls as are necessary to ensure that this policy is adhered to.



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