



Vice President and Chief Executive Officer of the Medical Center

MEDICAL CENTER POLICY NO. 0004

- A. SUBJECT: Medical Center Identification
- B. EFFECTIVE DATE: October 1, 2012 (R)
- C. POLICY:

This policy applies to all persons providing patient care or other services within or for the benefit of the Medical Center, regardless of employer ("Covered Persons"). Covered Persons shall display the appropriate identification (ID) badge, which identifies the individual and his/her role at or within the Medical Center, whenever the individual is working at, training on, or visiting the premises of the Medical Center.

All employees, faculty, students, approved clergy, approved contracted personnel, pre-hospital providers and volunteers of the Medical Center, the University of Virginia Health Services Foundation, the School of Medicine, and the School of Nursing shall be required to display the UVA Health System photo identification (UVAHS ID) badge.

Vendors, Sales and Service Representatives shall be required to display temporary photo identification (UVAHS Contractor ID) while on the premises in accordance with [Medical Center Policy No. 0013 "Vendors, Sales and Service Representatives"](#).

Construction personnel are required to display photo identification obtained from their employer while on Medical Center premises in accordance with [Medical Center Policy No. 0013 "Vendors, Sales and Service Representatives"](#).

Patients' visitors shall obtain guest passes in accordance with [Medical Center Policy No. 0050 "Patient Visitation"](#)

Guests who are participating in tours of the Medical Center shall be required to wear an ID badge while on the premises in accordance with [Medical Center Policy No. 0069 "Medical Center Tours"](#).

D. PROCEDURE

- 1. Display of the ID Badge
 - a. In order for the ID badge to be properly displayed, it shall be worn above the waist, with the Covered Person's photo and/or other data clearly visible.
 - b. As set forth in the [Medical Center Policy No. 0176 "Access Control to Medical Center Facilities"](#), Security may ask any persons not displaying an ID badge to leave the premises.

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2. Stickers, pins, insignia, etc. shall not be affixed nor any holes punched into the ID badge as doing so defaces and compromises the integrity and functionality of the badge. Upon request, a clear plastic hanging tag for displaying these items will be provided by the ID Office.
3. As used in this policy, "Employee" or "Employees" means employees of the Medical Center, the University of Virginia Schools of Medicine or Nursing, employees of the University of Virginia Physicians Group, University of Virginia students and Medical Center volunteers:
 - a. Badges shall be issued during Medical Center New Employee Orientation or may be obtained from the ID Office.
 - b. Government issued photo identification is required to receive an UVAHS ID badge.
 - c. Names and credential information (as provided by the appropriate Human Resources department) shall be displayed on the badges and shall be consistent with licensure. Nicknames may not be used on badges. Departments and titles will be consistent with information provided by Human Resources departments.
 - d. Color coding will be utilized to denote access to security sensitive areas.
 - i. Personnel who have been authorized for Helipad access will be issued badges featuring a yellow rotunda.
 - ii. Personnel who have been authorized to carry infant patients will be issued badges featuring a purple rotunda.
 - e. Termination of Employment: When an Employee terminates employment, his/her Department Manager shall collect the University of Virginia ID badge and return it to the ID Office within one (1) business day of the effective date of termination (See [also Medical Center Policy No. 0176 "Access to Medical Center Facilities"](#); [Medical Center Policy No. 0163 "Access to Electronic Medical Records and Institutional Computer Systems"](#) and [Medical Center Human Resources Policy No. 405 "Separation of Employment"](#)).
3. Area Emergency Medical Transport Personnel:
 - a. Emergency Medical Transport (EMT) personnel who bring patients to the UVA Emergency Room will be issued Pre-Hospital Provider badges which expire at the same time as the EMT's license. The individual's name on the badge will be consistent with the EMT license.
 - b. Badges are obtained from the ID Office.
 - c. Government issued photo identification is required to receive a UVAHS ID badge.
 - d. Pre-Hospital Provider badges are coded with a Red box.
4. Approved Clergy:
 - a. Clergy and pastoral visitors will be issued a UVAHS ID badge with the signed approval of the Director of Chaplaincy Services.

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- b. Badges are obtained from the ID Office.
 - c. Government issued photo identification is required to receive an ID badge.
 - d. Clergy badges are coded with a Red box.
 - e. The ID badge shall be turned in to the Director of Chaplaincy Services upon completion of the service term.
5. Contracted Personnel and Vendors:
- a. Contracted personnel (e.g., Traveler Clinicians, Environmental Services, Nutrition Services, and Interpreters) who are required to attend employee orientation will be issued UVAHS Employee ID badges as in D.2.
 - b. UVAHS Contractor ID badges will be provided only to contractors, consultants and service personnel who are not required to attend employee orientation and who have met the following conditions:
 - i. Such persons have registered in the [Reptrax](#) system. Contractors, consultants and service personnel who are issued UVAHS Contractor ID badges must register annually with [Reptrax](#), the firm contracted to track vendor documentation for the Medical Center, and,
 - ii. Requests for issuance of an UVAHS Contractor ID badge has been approved by a Medical Center Administrator level sponsor, and,
 - iii. Such persons work at the Medical Center the equivalent of .5 FTE; or,
 - iv. Such persons require authorized after-hours or controlled-area access.
 - v. UVAHS Contractor ID badges are obtained from the ID Office. These badges are color coded with a Light Blue box and are restricted to the term of business with the Medical Center, not to exceed 1 year.
 - vi. The UVA Contractor ID badge shall be surrendered to the ID Office or to the Administrator level sponsor within one (1) business day of completion of any contracted services term.

Vendors, sales and service representatives who conduct business with the Medical Center and who do not meet the conditions in 5.a or 5.b above must register annually with [Reptrax](#). These vendors, sales and service representatives must check in daily pursuant to [Medical Center Policy No. 0013 "Vendors, Sales and Service Representatives"](#) to receive a strictly limited term paper photo ID badge; government issued photo identification is required to receive this ID badge.

6. Visiting Students or Health Care Professionals.
- a. Limited term ID badges may be issued to special groups such as visiting students or health care professionals who may have patient contact or are involved in research activities.

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- b. The Department director or administrator will be required to authorize special issue badges.
- c. Badges are obtained from the ID Office.
- d. Government issued photo identification is required to receive an ID badge.
- e. These badges are coded with a Green box.
- f. The Department Manager is responsible for collecting the ID badge within one (1) business day of completion of the duties and for returning it to the ID Office.

7. Replacement Badge

- a. It is the responsibility of the Covered Person to immediately report a missing/lost ID badge to ID Services at 982-4009 and to obtain a replacement badge from the ID Office. The Covered Person shall be required to pay a replacement fee for any lost, missing or physically damaged ID badge.
- b. Exceptions:
 - i. Visitors, guests, or,
 - ii. If the replacement is the result of a change in an employee's legal name, title/role, approved credential, etc. or is damaged by no fault of the employee, the employee is not required to pay the replacement fee. Employees shall turn in outdated or damaged badges at the time new ones are issued or if a lost badge is located.

8. Limited Term ID Badge

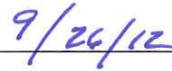
- a. In the event an employee reports to work without his/her ID badge, the employee's manager may exercise one of two options to assure compliance with this Policy and the requirements of regulatory and accrediting organizations.
 - i. The manager may require the employee to leave work to retrieve the missing ID badge.
 - ii. If patient care needs or other workload issues make the first option impractical, the manager may send the employee to the ID Office for a limited term ID badge. The ID Application form shall be completed by the referring department or unit. The ID badge shall be valid for 24 hours. A temporary ID badge shall be issued only once to the same employee during the calendar year.

SIGNATURE:

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R. Edward Howell, CEO, UVA Medical Center



DATE:

Medical Center Policy No. 0004 (R)

Approved June 1983

Revised August 1989, September 1993, March 1999, November 2002, September 2005, February 2007,
March 2008, September 2012

Reviewed September 1996, March 2011

Approved by Associate Vice President for Hospital and Clinics Operations

Approved by Medical Center Administration