



**ADMINISTRATIVE POLICY MANUAL**

SUBJECT: **PHOTO IDENTIFICATION BADGES**

POLICY NUMBER: **EC4**

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Security  
Human Resources

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**Attachment(s):**

**Related Policies:**

[F10 Vendor Visitation Management Policy](#)  
[HR15 Separation of Employment Recovery of Assets](#)

## POLICY

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including but not limited to the Surgery Center of Pennsylvania Hospital.

To provide effective controls on the issuance and replacement of Photo Identification Badges. At all times, all employees, physicians, students, volunteers, long-term contractors, and other individuals conducting business on the property of Pennsylvania Hospital are required to wear a clearly visible PAH photo identification badge, which must be displayed above the waist. Otherwise, access to the hospital premises may be denied.

## SCOPE

Human Resources will provide a list of all newly hired Hospital employees who are scheduled to attend new employee orientation. This list includes name, assigned department, position title, and HIPAA number. Department Heads/Service Directors are responsible for assuring that all badges issued to employees, physicians, residents, instructors, etc. that are terminated or otherwise permanently leaving the Hospital are returned to Security (for both payrolled and non-payrolled individuals – see Employment Separation/ Recovery of Assets, HR 15).

The Director of Security is responsible for assuring that no Photo Identification Badges are issued without proper authorization as prescribed in this policy. The Director of Security is also responsible for assuring that identification badges are completed correctly and bear all required information. The identification badge must display the person's name and professional designation for health care providers employed by the Hospital and for healthcare practitioners licensed or certified by a Pennsylvania Agency. Abbreviated professional designations may be used only when the designation indicates licensure or certification by a Pennsylvania agency; otherwise the full title shall be printed on the identification badge.

## DEFINITION

**Employee:** Any individual directly paid through the Pennsylvania Hospital payroll, with the exception of those discussed in other categories. These individuals may be full-time, part-time, regular, per-diem or temporary.

**Medical Residents and Students:** Any physician or student completing his/her residency or curriculum requirement at Pennsylvania Hospital regardless of type of practice.

**Physicians, Non-Payrolled Staff of Physicians:** Any physicians with admitting privileges and the staff they employ who are not payrolled through Pennsylvania Hospital.

**Contractors/Vendors:** Employees of companies or individuals who are performing a specific task on the Hospital's campus. Examples of these individuals may include employees of companies hired to make improvements or installations to the Hospital's physical plant, and representatives of public

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utility companies who may need to perform maintenance on or make improvements to equipment on the Hospital's campus.

**Temporary office/technical help contracted through outside agencies:** Individuals contracted by Human Resources to provide short term office/technical help to departments as required. These individuals are employees of outside agencies.

**Volunteers and Auxiliary:** Non-paid individuals volunteering their services on the Hospital's campus.

## PROCEDURE

All individuals working on the Hospital campus will be required to have Identification Badges issued to them, and to wear this badge prominently at all times while on the premises. The Hospital of the University of Pennsylvania (HUP) and Penn Presbyterian Medical Center (PPMC) identification badges are a valid form of identification while on PAH property. All others must receive a visitor pass at the Welcome Desk. Security will photograph individuals and produce Identification Badges only after they have received a new hire employee list from Human Resources or a completed Authorization for Issue of Identification Badge Form. To minimize the time an individual is without an Identification Badge, all badges will be completed and returned to the Authorizing Department within 48 hours of the photograph session. In the meantime, a temporary identification will be issued immediately by the Welcome Desk.

**New Employees:** New employees will have their identification badge completed during the first day of new employee orientation.

**Medical Residents and Students:** Medical Residents and students will follow the procedure outlined under Physicians.

### Physicians, Non-payrolled Staff of Physicians:

(1) **Physicians:** All physicians will complete a copy of the Physicians Identification Badge Form from the Medical Staff offices. Security will photograph the physician, produce the identification badge, and distribute it.

(2) **Non-payrolled Staff of Physicians:** The physician's support staff member(s) will complete the Personnel Identification section of the Support Staff Authorization Form and have the employing physician sign on the authorization line. The support staff member(s) will bring the completed form to the Security Photo Identification Unit along with another form of identification (such as driver's license). Security will document sufficient information, photograph the staff member(s), produce and distribute the identification badge.

**Contractors working on the Hospital's campus:** Short-Term contractors will receive a temporary identification badge from the Engineering Department. Long-Term contractors will receive a photo identification badge upon authorization by the Director of Engineering Department and Security.

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**Temporary office/technical help contracted through outside agencies:** All temporary office/technical help will obtain a completed copy of the Authorization for Issue of Identification Badge form from the Value Analysis Department. They will bring this signed authorization form to the Security Photo Identification Unit. Security will photograph the individual, produce the identification badge and distribute it. The individuals' Supervisor is responsible for obtaining the badge at the end of the assignment.

**Volunteers:** All volunteers will obtain a completed copy of the Authorization for Issue of Identification Badge form from the Director of Volunteer Services. The volunteers will bring the form to the Security Photo Identification Unit. Security will photograph the volunteer, produce the identification badge and distribute it. Volunteers becoming inactive must turn their identification badges in to Director of Volunteers.

**Replacement Identification Badges:** Replacement Identification Badges will be issued without charge due to name change, promotion, position transfer or when they are damaged. All requests for replacement identification badges must be accompanied by a completed Authorization for Issue of Identification Badge form as prescribed above. It is the responsibility of the individuals' supervisor to ensure that the identification badge information is accurate. The loss or theft of an identification badge must be reported immediately to the Security Department by the employee or other individual. Remember safe and secure is everyone's responsibility. The Hospital reserves the right to charge a replacement fee of \$5.00 for replacing lost identification badges.

**Lost Identification Badges:** When an employee loses an identification badge, the immediate supervisor will initiate the processing of a new identification badge by preparing an authorization form. The form is given to the employee, who will bring this form with the \$5.00 fee for the replacement identification badge. The new identification badge is prepared by Security then given to the employee.

**Identification Badges for Other Persons:** Other persons who have regular assignments in the hospital may be issued permanent photo identification badges. All such requests must be approved by a Vice President or the Chief Human Resources Officer.

All badges that are issued to any individual, upon completion of employment, contract, etc. must be returned to the Security Department.

/s/Kathleen Kinslow, CRNA, EdD, MBA  
 Kathleen Kinslow, CRNA, EdD, MBA  
 Executive Director

12/01/08  
 Date

**Disclaimer:** Any printed copy of this policy is only as current as of the date it was printed; it may not reflect subsequent revisions. Refer to the on-line version for most current policy.

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