

## **MAIMONIDES MEDICAL CENTER**

**CODE:** HR-023 (Revised)

**DATE:** February 23, 2017

**ORIGINALLY ISSUED:** December 11, 1972

**SUBJECT: PHOTO IDENTIFICATION BADGES**

### **I. POLICY**

It is the goal of the Medical Center to establish a safe environment by requiring that all authorized employees, volunteers, students, visitors, patients, independent contractors and vendors have appropriate identification. All Medical Center employees and medical staff must visibly wear their hospital photo I.D. badge, with picture and life number clearly visible, at all times while at the Medical Center.

### **II. RESPONSIBILITY**

- A. The Security Department is responsible for safeguarding patients, employees, visitors and the property and facilities of the medical center. In this regard they will:
- 1) issue photo I.D. cards to employees and non-employees;
  - 2) refuse admittance to the Medical Center of any individual not displaying a photo I.D.;
- B. Department Heads/Supervisors must:
- 1) communicate the policy to employees;
  - 2) counsel and discipline employees who do not comply with this policy (HR-12, HR-28).
  - 3) collect photo ID's from employees upon termination;
- C. The Human Resources Department will:
- 1) issue employee life numbers and a referral slip for new employees, including temporary personnel, to the Security Department;
  - 2) issue non-photo ID's to agency personnel and consultants.
- D. The Volunteer & Student Services Department will:
- 1) issue referral slips to Security Department so that photo I.D. cards may be issued to all volunteers and students;
  - 2) communicate and enforce this policy for all volunteers and students.
- E. All employees must wear a hospital photo I.D. badge with picture and their life number clearly visible at all times when at the Medical Center.

### **III. PROCEDURES**

#### **A. Employee I.D. Badges**

- 1) On the first day of employment, obtain a referral slip from Human Resources authorizing them to receive a staff ID badge from Security.
- 2) Replacement I.D. cards for lost or broken ID badges are issued by Security. Any changes to the ID badge, such as title/department or name changes will require an authorization slip from Human Resources.
- 3) ID badges are the property of the medical center and must be returned to the employee's department head upon termination.

#### **B. Volunteer I.D. Badges**

- 1) The Volunteer Department authorizes ID cards for all volunteers. Volunteers receive their ID from Security.
- 2) All volunteers must wear their photo I.D. with picture clearly visible at all times when at the Medical Center.

#### **C. Non-Employee I.D. Badges**

- 1) Human Resources issues non-photo I.D. cards 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 I.D. badge by the agency.

### **IV. CONTROLS**

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

Kenneth Gibbs  
President & CEO

REFERENCE: HR-12, HR-22, HR-28, 10NYCRRS400.6  
INDEX: PHOTO IDENTIFICATION BADGES  
ORIGINATING DEPARTMENT: HUMAN RESOURCES