



Policy Name: Identification Badges 02-15

Applies to:

<input checked="" type="checkbox"/> OSU Wexner Medical Center [University Hospital, East Hospital, Brain and Spine Hospital, Richard M. Ross Heart Hospital, Harding Hospital, Dodd Rehabilitation Hospital, Ambulatory Clinics and Services]	<input checked="" type="checkbox"/> Ambulatory Surgery Centers [New Albany]	<input checked="" type="checkbox"/> Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and Outreach Sites
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Policy Objective

The Ohio State University Wexner Medical Center (OSUWMC) and Arthur G. James Cancer Hospital and Richard J. Solove Research Institute (The James) strives to provide a secure, customer-oriented environment for patients, visitors and staff. Badges are to be displayed visibly, above the waist, at all times to facilitate identification of individuals and gain access to OSUWMC/The James buildings and are required to be worn by all employees, students, volunteers and contractors conducting business on property. Proper, easily displayable, identification is a matter of safety for the OSUWMC/The James, employees, patients and visitors. Ensuring compliance with the badging policy is of utmost importance. Badges also increase customer confidence and promote positive relationships by their indication that individuals are qualified to provide services.

Policy Details

- I. Issuance of Identification Badges
 - A. Identification information and a photo image will be obtained from prospective employees at the time of their pre-employment physical or background check screening. Badges will be issued by the Security Department during new employee orientation or on the employee’s first day of work. A badge will not be issued until the employee has cleared their background check screening.
 - B. All individuals associated with the OSUWMC/The James will be issued a badge by the Security Department. Normally, only one badge will be issued to an individual. Exceptions are:
 - 1. Employees working part-time in more than one OSUWMC/The James department (badges will be encoded for access as appropriate and badge branding will match the employees’ specific role).
 - 2. Other exceptions may be granted by the Director of Security.
 - C. All employee badges will be encoded with general access privileges. Individuals needing access to restricted areas that are not apparent from their department assignment must have access requests submitted through eServices application to gain approved access authorization for the department or areas that access is being requested for. Access will only be applied to the badges after it has been authorized by the assigned area approver.
 - D. Non-employed individuals such as contractors who require access to the OSUWMC premises will be issued a badge by the Security Department upon successful completion of a background check and all required health screenings, as well as a required contractor orientation when applicable. Access to restricted areas within OSUWMC/The James must be requested by the contractor's OSUWMC/The James sponsor or liaison through the eServices application. Access will only be applied to the badges after it has been approved by the assigned area approver.
- II. Information Appearing on Identification Badges
 - A. Information appearing on the badge will include the individual’s photo image, name, title, department and OSUWMC ID number. Employees working in a direct patient capacity will be issued a badge with the last name removed from the front of the badge. If required; professional licensures or certifications will appear after the individual’s last name (e.g., MD, RN). Employee credentialing information will appear on the front of the badge when applicable, and will be printed to the back of the badge at all times. If you identify any issues with meeting this requirement for any reason, please contact Employee Labor Relations to discuss.
 - B. Badges will be color coded to indicate the individual’s association with OSUWMC/The James. They will be issued according to the following coding system.

Association	Color
Wexner Medical Center Employees (except Women & Infant department) College of Medicine Employees, Physicians & Comprehensive Cancer	Red
Women & Infant Employees	Orange
Volunteers	Green
Contractors	Blue
Medical or Nursing Students and Student Employees	Black

- I. Wearing Identification Badges
 - A. All individuals must wear a valid badge issued by the Security Department while on duty or when on OSUWMC/The James premises conducting official OSUWMC/The James business.
 - B. The badge must be worn with the employee's name and image visible. Employees working in a direct patient capacity will be issued a badge with the last name removed from the front of the badge.
 - C. The badge may not be worn by an individual other than the person to whom it was issued. Employees who are off duty but are on OSUWMC/The James premises for personal/other business reasons may not wear their badge.
 - D. No items may be affixed, taped, stuck to or punched through the badge as this may result in damage to the electronic card readers or may damage the badge directly.

- II. Replacement of Lost Identification Badges
 - A. Lost or stolen badges must be reported to the Security Department immediately.
 - B. To replace a lost or stolen badge, employees will be required to report to ID Processing and request a reprint for a replacement badge. The previously issued badge will be de-activated upon issuance of the replacement badge.
 - C. Individuals will be charged for replacement of lost badges. ID Processing should be contacted for the current replacement costs, as well as their current hours of service.

- III. Replacement of Outdated or Damaged Identification Badges
 - A. Individuals whose name, title or department has changed should obtain an updated ID badge from ID Processing.
The outdated badge must be exchanged at the time of replacement or the individual will be charged for the replacement. These badges will only be replaced after verification through PeopleSoft or through the employment title transfer list.
 - B. ID badges that have become obsolete due to system-wide design changes or functional updates will be returned to the Security Department. Updated ID badges will then be reissued.
 - C. Individuals exchanging a damaged ID badge for replacement will receive a new ID badge free of charge if the damage was accidental or inadvertent and the old ID badge is returned. Badges damaged due to affixing unauthorized items will be replaced at the expense of the individual.

- IV. Surrendering Identification Badges upon Termination
 - A. Badges are OSUWMC/The James property and must be surrendered upon termination or upon request of the OSUWMC/The James.
 - B. Individuals terminating their association/employment with OSUWMC/The James must surrender their badges to their department director/administrator or Human Resources on their last working day.
 - C. The department director/administrator completes the appropriate paperwork to terminate employment. Once processed, the Security Department will invalidate the identification badge. Invalidated badges that are returned to Human Resources or the Security Department will be destroyed.

Contacts

Office	Telephone	E-mail/URL
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HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Security	614-293-5736	

History

Issued: 03/29/1983

Revised: 10/08/07, 5/19/2010, 3/29/2019