

**The Rhode Island Hospital  
Standard Practice  
Instruction Manual**

**Subject:**  
Identification Badge

**File Under:**  
Security  
SEC-18

**Issuing Department:**  
Security

Policy & Procedure

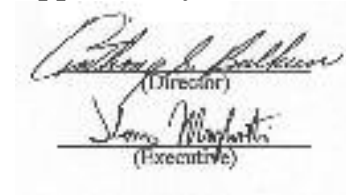
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**Approved By:**



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## **I. Purpose**

To provide a means of identification for all Rhode Island Hospital personnel and personnel affiliated on the Rhode Island Hospital campus (i.e., name, department, and Lifespan affiliate). Lifespan, Rhode Island Hospital affiliate, identification badges shall be utilized in timeclocks for time and attendance/time clock entry for payroll purposes. Lifespan, Rhode Island Hospital affiliate, identification badges will also allow access to appropriate, designated parking lots via gate control card readers. The Lifespan, Rhode Island Hospital affiliate, identification badge will also permit access control to designated restricted areas throughout the Rhode Island Hospital campus.

## **II. Policy**

Photo identification badges shall be issued to all hospital personnel by the Security Department, after initial processing by the Lifespan, Human Resources Department. The identification badge will have a green background and will include the Lifespan logo, as well as the person's name, department, and photo. Identification badges for patient contact employees will include their licensed academic title as well (i.e. MD, RN). All hospital personnel are required to wear this identification badge while on duty.

Appropriate information is required in order for Security to generate a Lifespan, Rhode Island Hospital affiliate, identification badge. Security is not authorized to change or alter a person's name, academic title, or department name. Any data changes must be

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instituted by your Human Resources, Site Manager and/or the Human Resources, Information Services Manager. Medical Staff Services provides data on all members of the Medical Staff. All non-Rhode Island Hospital personnel (such as Foundations) must provide Security with their employee information before a badge can be generated.

- Identification badges are required to be worn in an easily observed location on the upper part of the blouse, coat, dress, shirt, or uniform with the photo side out and no attachments, stickers, or pins.

### **III. Procedure**

#### **Responsibility**

#### **Action**

Vice President of Facilities  
Management & Security

Administers the overall Lifespan identification badge process.

New employees

Identification badges will be issued by the Security Department. The information to be shown on the new employee's identification badge is obtained from the Human Resources, Employment Department.

The initial identification badge will be provided by the hospital free of charge.

All RIH Employees, House Officers,  
Medical Staff members, and Non-  
RIH Personnel (hospital based)

Must provide their current vehicle license plate information to Security at the time their Lifespan identification badge is processed.

Vehicle license plate information is essential in order to assist in identifying vehicle owner's who may have left their lights on or who may be required to move their vehicle in emergency situations.

Security Department

Obtains and maintains an identification badge database, with current vehicle license plate information for primary vehicle(s) parked on the Rhode Island Hospital campus.

All RIH Employees, House Officers, Medical Staff members, and Non-RIH Personnel (hospital based)	Are responsible to notify Security of any vehicle license plate additions, deletions, or changes.
Department Managers	Are responsible to retrieve Lifespan, Rhode Island Hospital affiliate, identification badge at the time an employee is terminated. Department Managers are required to forward the identification badge clearly marked "TERMINATED" to the Security Department.
Contractor/Vendor	All contractors and vendors are required to wear a badge while duty. Contractors can obtain a badge from the Facilities Management Department. Vendors are required to obtain a badge from the Purchasing Department located in the Coro Building.
Volunteers	Identification badges are issued to volunteers by the Volunteer Services Department. All volunteers are required to wear an identification badge while on duty.
Employees needing to replace a lost identification badge	<p>If an identification badge is lost or misplaced, the employee can check with the Security Department to see if their badge was found and/or returned to the hospital. Security will only provide one (active) identification badge per customer.</p> <p>There will be a \$5.00 replacement fee for any lost or misplaced identification badge . Payment for the cost of the new identification badge is the responsibility of the employee.</p> <p>The employee must provide a \$5.00 replacement fee to the Business Office (Cashier) and obtain a receipt for same. The employee will then need to show their receipt to Security, prior to Security reissuing a new identification badge.</p>

Reissuing of identification badge

The procedure for reissuing identification badges for employees changing their names, transferring to another department, having broken or mutilated identification badges, or being promoted will be the same as described in the previous paragraphs, except that the cost of the identification badge will be absorbed by the hospital.

**IV. Assignment of Responsibility**

All employees of Rhode Island Hospital are responsible for:

Wearing their identification badge in a visible location on their person at all times while at work.

Maintaining the identification badge in proper condition and taking the normal precautions against loss or damage.

Insuring that the identification badge is not misused; e.g., worn by other persons to gain entrance to the Hospital.

Presenting the identification badge and/or other identification to Security personnel upon request.

Supervisor personnel are responsible for:

Insuring that all employees under their supervision receive and wear their identification badge. Reporting to Security immediately of lost/stolen badges.

Assisting employees in obtaining replacement identification badges when necessary.

Obtaining the identification badges of all "terminated" employees and returning those badges to the Security Department to update and maintain badge database.