

Office of the Executive Vice President for Health Affairs

ACC-001: Health System Identification

Date: March 1, 2020 (Rev)

Applies To: The Medical Center, the School of Medicine, the School of Nursing, Claude Moore Health Sciences Library, Transitional Care Hospital, the Health System Development Office/UVA Health Foundation (“Health System Development Office”), and the University of Virginia Physicians Group (“UPG”).

Reason for Policy: To state requirements for identification in Health System Facilities.

Definition of Terms: **Health System** - for purposes of this and all other Health System policies, the term “Health System” shall refer to the following entities: the Medical Center, the School of Medicine, the School of Nursing, Claude Moore Health Sciences Library, Transitional Care Hospital, the Health System Development Office, and UPG (hereinafter referred to collectively as “Entities” or each individually as an “Entity”).

Health System Facilities – includes all facilities operated by, or otherwise under the control of, the Medical Center, the School of Nursing, the School of Medicine, UPG, and the Transitional Care Hospital, including those facilities leased by an Entity from the University of Virginia or UPG.

Team Members - All persons providing clinical, educational, research, administrative, or other services within or for the benefit of the Health System, regardless of Employer.

Students - for purposes of this policy, persons receiving education or training at any Health System Facility, but excluding Graduate Medical Trainees, who as Team Members are otherwise made subject to this Policy.

Policy Statement: Team Members and Students shall be required to display the appropriate UVA Health System (UVAHS) identification badge, which identifies each individual and his/her role at or within the Health System, whenever the individual is working at, training at, or visiting Health System Facilities.

Vendors, Sales and Service Representatives shall be required to display temporary photo identification (UVAHS Contractor ID) while in Health System Facilities, in accordance with [Medical Center Policy No. 0013 “Vendors, Sales and Service Representatives at the Medical Center”](#).

Construction personnel shall be required to display photo identification obtained from their employer while in Health System Facilities in accordance with [Medical Center Policy No. 0013 “Vendors, Sales and Service Representatives at the Medical Center”](#).

Medical Center patients’ visitors shall obtain guest passes in accordance with [Medical Center Policy No. 0050 “Patient Visitation”](#).

Guests who are participating in tours of the Health System shall be required to wear guest IDs while on the premises in accordance with [Health System Policy ACC-003 "Health System Tours"](#) unless accompanied at all times by the tour sponsor.

Faculty, staff and students with academic ID badges meeting and collaborating with Health System Team Members shall be required to display their academic badges.

Procedures:

1. In order for the ID badge to be properly displayed, it shall be worn above the waist, with the Team Member's photo and/or other data clearly visible.
2. Stickers (other than flu shot 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. The following process shall apply to all Team Members:
 - a. Badges shall be issued during New Team Member Orientation or may be obtained from the ID Office.
 - b. Government issued photo identification (for example, a driver's license or passport) shall be 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 a Team Member terminates employment, his/her Department Manager shall collect the UVAID badge and return it to the ID Office (See [Health System Policy ACC-002 Access Control to Health System Facilities](#); [Health System Policy IT-002 Use of Electronic Information and Systems](#) and [Medical Center Human Resources Policy No. 405 "Separation from Employment;" UPG Policy Separation of Employment](#)).
4. The following process shall apply to all Students:
 - a. Badges shall be obtained from the ID Office.
 - b. Government issued photo identification (for example, a driver's license or passport) shall be required to receive a UVAHS ID badge.
 - c. **Names shall be displayed on the badges. Nicknames may not be used.**
 - d. Color coding will be utilized to denote access to security sensitive areas.

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- e. Termination of Student Status in the Schools of Nursing or Medicine or Graduate Medical Education: The appropriate Dean's Office or its designee shall be responsible for coordinating notification to the ID Office when a Student of the School of Medicine or School of Nursing leaves, or intends to leave, the University of Virginia Health System.
 - f. Visiting Students or Health Care Professionals (See also [Medical Center Policy No. 0315 "Management of Observers"](#) and [Health System Policy HSG-008 Management of Student Practicum/Preceptorships](#)).
5. Limited term ID badges may be issued to special groups such as visiting students or health care professionals who may have patient contact, or who are involved in research activities. The Department director or administrator will be required to authorize special issue badges.
 - a. Badges are obtained from the ID Office.
 - b. Government issued photo identification (for example, a driver's license or passport) shall be required to receive an ID badge.
 - c. These badges are coded with a Green box.
 - d. The applicable managers/supervisors shall be responsible for collecting the ID badge within one (1) business day of completion of the duties and for returning it to the ID Office.
 6. Area Emergency Medical Transport Personnel:
 - a. Emergency Medical Transport (EMT) personnel who bring patients to the UVA Emergency Department 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 (for example, a driver's license or passport) shall be required to receive a UVAHS ID badge.
 - d. Pre-Hospital Provider badges shall be coded with a Red box.
 7. Approved Clergy:
 - a. Clergy and pastoral visitors shall be issued a UVAHS ID badge with the signed approval of the Director of Chaplaincy Services.
 - b. Badges are obtained from the ID Office.
 - c. Government issued photo identification (for example, a driver's license or passport) shall be required to receive an ID badge.
 - d. Clergy badges shall be 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.
 8. Contracted Personnel and Vendors:
 - a. Contracted personnel (e.g., Traveler Clinicians, Environmental Services, Nutrition Services, and Interpreters) who are required to attend Team Member orientation will be issued UVAHS Team Member ID badges (See item 3 above).
 - b. UVAHS Contractor ID badges will be provided only to contractors, consultants and service personnel who are not required to attend Team

Member orientation and who have met contracting requirements of the Health System entity that retained their services.

Vendors, sales and service representatives who conduct business with the Medical Center and/or TCH must register annually with [Reptrax](#). These vendors, sales and service representatives shall check in daily pursuant to [Medical Center Policy No. 0013 " Vendors, Sales and Service Representatives at the Medical Center"](#) to receive a strictly limited term paper photo ID badge; government issued photo identification (for example, a driver's license or passport) shall be required to receive this ID badge.

9. Replacement Badge

- a. It shall be the responsibility of the Team Member or Student to immediately report a missing/lost ID badge to ID Services at 982-4009 and to obtain a replacement badge from the ID Office during ID Office normal business hours (8:30 a.m.-4:15 p.m.). The Team Member/Student 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 Team Member's or Student's legal name, title/role, approved credential, etc. or is damaged by no fault of the Team Member/Student, the Team Member/Student shall not be required to pay the replacement fee. Team Members/Students shall turn in outdated or damaged badges at the time new ones are issued or if a lost badge is located.

10. Limited Term ID Badge .

- a. In the event a Team Member reports to work without his/her ID badge, the Team Member's manager or designee may exercise one of two options to assure compliance with this Policy and the requirements of regulatory organizations:
 - i. The manager or designee may require the Team Member to leave work to retrieve the missing ID badge.
 - ii. During ID Office business hours, and where patient care needs or other workload issues make the option described in Section 10.a.i impractical, the manager or designee shall send the Team Member to the ID Office for a limited term ID badge with an ID Application form completed by the referring department or unit. Outside of ID Office business hours, a Team Member reporting for work without an ID badge and unable to leave work to retrieve it must enter Health System Facilities *via* University Hospital's Emergency Department. From there, Medical Center Security will accompany him/her to the Security Office where the Team Member will be issued a limited term ID badge to wear during his/her work hours. The ID badge shall be valid for 24 hours.

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Related Information:

- [Medical Center Policy No. 0013 “Vendors, Sales and Service Representatives at the Medical Center”](#)
- [Medical Center Policy No. 0050 “Patient Visitation”](#)
- [Health System Policy IT-002 “Use of Electronic Information and Systems”](#)
- [Medical Center Human Resources Policy No. 405 “Separation from Employment”](#)
- [Health System Policy ACC-003 “Health System Tours”](#)
- [UPG Policy Separation of Employment](#)

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