

New Identification Badge Q & A

There have been several questions raised by staff since the announcement regarding the new identification badges. The following Q&A addresses these questions. This Q&A will also answer questions about the process, purpose, and photo schedule for getting a new badge. Thank you. We appreciate your cooperation and welcome your input.

- Q.** Who is required to have a new badge?
A. All employees of University Hospitals and Clinics (UUHC) are required to have a new badge.
- Q.** What about School of Medicine employees?
A. Currently, only UUHC employees receive new identification badges.
- Q.** What is the new badge replacing?
A. The new badge will replace the current UUHC red and white nametag and separate Kronos card.
- Q.** Does the new badge replace the Staff Identification Card we receive on campus?
A. **No. The new UUHC identification badge is not a replacement for your Campus Identification or bus pass.** You should continue to use your Campus Identification.
- Q.** What is the purpose for this new badge?
A. The purpose for the new badge is to meet identification standards especially in areas of higher security.
- Q.** What will the new badge look like?
A. The badge will display the employee's portrait in addition to first name, position, license and department. The reverse side will contain first name, last name, employee ID#, and Kronos bar code. You will need to indicate to the Systems Manager whether you want both first and last name displayed on the front when you get your picture taken. Otherwise we will assume first name only.
- Q.** Why the need for a picture on the new badge?
A. The photo will allow patients and customers to readily identify their provider with a name, title, and department.
- Q.** What if I change my name before or after receiving a new badge?
A. If you know your name is going to change now, let us know when you get your picture taken. Any other requests for changes to the card will be agreed upon between you and the ID Bureau Manager, including your cost.
- Q.** Do I need to bring anything with me when I have my picture taken?
A. You will be required to show picture ID (current driver's license, staff ID, etc.).
- Q.** How long will the process take?
A. It is difficult to anticipate when employees will arrive to get their pictures taken. Anticipate a line. Overall, the process should not take longer than one-hour.
- Q.** What if I work offsite? Are you coming to each offsite location or do I have to go to the Moran Center?

- A.** Unless you are told otherwise by your service director or manager, you will need to come to the Moran Center to have your picture taken. However, **if you work at an offsite location you may come on any scheduled day.**
- Q.** What is the color code on the new ID badge for?
- A.** Select departments in areas of higher security have a color code to allow greater visibility for employees and patients (especially during times of emergency or lockdown events). The color codes have been assigned by applicable managers/administrators of each department.
- Q.** What are the color codes for applicable departments?
- A.** **Pink.** 2 North/OB, OB/AirMed, Pediatrics/2 East, NBICU, and Delivery Room.
Blue. Operating Room, PACU, Wasatch Surgery Clinic, Surgical Processing, and Anesthesiology.
Green. UNI, 5 West/Psychiatry.
Red. Emergency Department.
- Q.** Are all UUHC employees required to wear the new badge?
- A.** While at work, all UUHC employees must wear the badge so that it is clearly visible.
- Q.** Do I have to pay for the new badge?
- A.** **No.** However, you will be responsible for replacement costs (\$10.00/badge) due to damage, loss, etc. Also, one clip will be provided with each badge.
- Q.** Can I wear my own clip/lanyard/hanger?
- A.** Yes...as long as your new badge is clearly visible.
- Q.** What if I do not want to wear the new badge?
- A.** If you have a disagreement or conflict about wearing the badge, please address the issue with your manager and/or service director. A new policy is currently being created to specifically address ID badges at UUHC.
- Q.** When and where do I get my picture taken?
- A.** Employees will begin to have pictures taken on May 16th. The schedule below provides more information. Pictures will be taken at the Moran Eye Center in training room 1140.
- Q.** What is the schedule?
- A.** Please arrive on the day assigned to the first letter of your last name. For example, Chris Nape would arrive on Tuesday, May 23, 2000 between 0700 and 1630 hours. If you cannot attend on a scheduled day, you may come on any makeup day.
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|---|------------|
| May 16 th from 0700 to 1630 hrs | A, B, C |
| May 17 th from 0800 to 1700 hrs | D, E, F, G |
| May 18 th from 0700 to 1830 hrs | H, I, J, K |
| May 23 rd from 0700 to 1630 hrs | L, M, N |
| May 24 th from 0800 to 1700 hrs | O, P, Q, R |
| May 25 th from 0700 to 1630 hrs | S, T, U, V |
| May 26 th from 0700 to 1630 hrs | W, X, Y, Z |
| May 31 st from 0800 to 1200 hrs | Makeup |
| June 2 nd from 0700 to 1630 hrs | Makeup |
| June 8 th from 0800 to 1200 hrs | Makeup |
| June 13 th from 1300 to 1700 hrs | Makeup |

- Q.** Where should I park when I come to get my photograph taken?
A. There are meters north of the Hospital for short-term parking, and there is free visitor parking for offsite employees in the north garage and on north campus.
- Q.** Will I receive my badge after my photograph is taken?
A. No. You will receive your badge from your manager/administrator sometime in June or July.
- Q.** What should I do with my Kronos card?
A. Keep your Kronos card until you receive a new badge. Your payroll reporter will ask you to hand-in your Kronos card after you have your new ID.
- Q.** What if I do not use Kronos?
A. You will still receive a new badge.
- Q.** What if I only work on weekends?
A. We want to try to capture as many people as possible in the days scheduled. Our goal is to provide everyone with a badge. We will re-evaluate the need for another scheduled day or time after June 13th.
- Q.** What if I can't make it during any of the scheduled days/times?
A. After June 13th, you will have to go to the ID Bureau located in the Olpin Student Union to have your picture taken. When you arrive at the ID Bureau, tell them you were unable to make any of your scheduled times and that you need a "new" UUHC ID Badge. Those of you who use Kronos will have to hand-in your card at the ID Bureau to receive the new badge.
- Q.** How do new employees get an ID badge?
A. Before June 13, 2000. New employees can go to the appropriate day (based on first letter of last name) scheduled in the Moran Center, room 1140.
After June 13, 2000. New employees will be given an authorization card at New Hire Orientation. They will then take this card to the ID Bureau in the Olpin Student Union to get the new UUHC ID Badge.
- Q.** Can I have my academic or other credentials displayed on the badge?
A. No. We realize credentials are important to you as a provider, however, only medical licenses will be displayed on the badge.
- Q.** How do you know whether I have a medical license?
A. We are using data provided by Human Resources.
- Q.** Who decided that we need new badges?
A. Although the need for new badges has been an issue for some time, Human Resources and the ID Bureau are collaborating with Hospital Administration to complete this project. The badges will bring the Hospital into compliance with JACHO standards and address ongoing security issues.
- Q.** Who do I call if I have questions?
A. Please call Patricia Marchant in Human Resources by dialing 581-2119.