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Owner Ben Billings:
Human Resources Director
Area Human Resources
References 3.1.02

Employee Identification Badges

Employee Identification Badges

Purpose:

The main purpose of the name badge is to ensure that patients can properly identify hospital staff and authorized personnel. The name badge also serves a key role in internal security, co-worker recognition and other daily operations.

Name badges MUST be worn at all times while on duty. Employees should have their badge on them prior to entering the building to start their shift/work. They must be displayed on the upper torso so that an employee is easily identifiable except under conditions where precluded by policy, such as in the sterile areas. During a time of emergency/disaster only people with proper identification shall be admitted to the hospital.

Standard:

This policy applies to all employees, medical staff, volunteers, students, and clergy of MDI Hospital and the MDI Health Centers while they are on duty, as well as contractors and vendors visiting the MDI Hospital facilities.

Procedure:

1. While the primary purpose of the name badge is to enable patients to recognize staff, employee safety is also a consideration. A Mount Desert Island Hospital name badge shall generally include the employee's first and last name, registration/licensure, and job title. Within a Division or Service, however, a Director may authorize the following alternative: first name, first initial of the employee's last name, registration/licensure, and job title. Commonly

accepted abbreviations of first names may be used such as "Cindy" for "Cynthia". Nicknames will not be used.

2. Badges will display the employee's registration/licensure, such as "RN", "MLT" and their specific job title.
3. Contractors or vendors will wear "visitor" badges while in the Hospital facilities. Directors will be responsible for acquiring badges from Human Resources and ensuring that they are worn.
4. No tape, stickers, pins or other materials may be placed on name badges except as issued and authorized by the MDIH Organization, and shall not cover any information on the badge.
5. Badge request forms will be available on the intranet. Badges will be issued by Human Resources:
 - a. STANDARD CARD BADGES: The first name badge is free - if lost, the second one is also free, but after that \$5.00 will be charged for any additional badges. This fee only applies to lost badges. If an employee has a name change or additional registration/licensure information there will be no charge for a new name badge.
 - b. PROXIMITY CARD BADGES: These are more expensive and operate locks by being placed in front of secured doors equipped with a "black box". The door will unlock if the card is programmed. In addition, these badges are used by hourly employees for time clock punches. The first badge is also free – if lost, a \$10 fee will be charged for any additional badges. All attempts should be made to find a lost badge before requesting a new one. If an employee has a name change or additional registration/licensure information there will no charge for a new Proximity Card Badge.
6. When an employee terminates, they must return their name badge on their final day.

All Revision Dates

05/2024, 04/2022

Approval Signatures

Step Description	Approver	Date
CEO Approval	Chrissi Maguire: President & CEO	05/2024
Director Review	Sara Oconnell: Human Resources Director	05/2024
	Sara Oconnell: Human Resources Director	05/2024