
**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

NO.: EC 3.11

APPROVAL DATE: January 16, 2013

EFFECTIVE DATE: January 16, 2013

SUBJECT: Identification of Persons Visiting or Performing Duties within the Hospital or Hospital-based Outpatient Clinics

OBJECTIVES

To provide a uniform standard for proper identification of all employees, physicians, students, visiting or touring groups, volunteers, contractors, consultants, and vendors working or conducting business within the Hospital or Hospital-based Outpatient Clinics. Refer to [MCMPP LD 4.01](#) for standards of conduct for visits by Business Representatives, Vendors, and Contractors.

In addition, to provide for a uniform standard for proper identification of invited guests of the Hospital or Hospital-based Outpatient Clinics on campus for a specific purpose.

DEFINITIONS

Affected Parties – Includes, but is not limited to employees, physicians, students, visiting or touring groups, volunteers, contractors, consultants, vendors, and invited guests.

Business Vendor/Representative - An individual authorized by the Hospital or Hospital-based Outpatient Clinics to conduct official sales/marketing/equipment installation related business with a Hospital or Hospital-based Outpatient Clinic employee or physician.

Community Liaison-An individual or agent from a not-for-profit community or government-based organization or care system on official business and/or to provide a service for or on behalf of a patient. Examples include, but are not limited to, the Department of Aging, miscellaneous Mental Health Courts, Guardianship and Advocacy offices, and DCFS (Department of Children and Family Services).

Consultant – An individual or team engaged by the Hospital or Hospital-based Outpatient Clinics to provide consultant advice and/or service(s) for a specified amount of time.

Contractor – A qualified professional authorized by the Hospital or Hospital-based Outpatient Clinics to provide contracted services such as construction, facility and equipment repairs, or building inspections.

Employee – An individual working within and paid by the Hospital or Hospital-based Outpatient Clinics.

**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

Invited Guest(s) of the Hospital or Hospital-based Outpatient Clinics. A (n) individual(s) who is (are) invited as a guest to the Hospital by Hospital Administration for a specific reason and for a finite period of time (typically not exceeding 24 hours). Examples: to attend a special event/conference/meeting, to speak at an event/conference/meeting, to tour a department/unit/equipment, or to learn about a healthcare-related technology.

Non-Hospital or Hospital-based Outpatient Clinic University Employee – An individual working for and paid by the University who performs duties on the Hospital premises.

Physician – A licensed medical doctor authorized to work at the Hospital or Hospital-based Outpatient Clinics.

Student – An individual who is studying (a) subject(s) and/or participating as a student in an approved activity within the Hospital. Students may be on a rotation of varying duration and are generally unpaid.

Visiting/Touring Groups – A group of individuals (ex: representatives from a foreign country or students from a local high school) visiting/touring the Hospital or Hospital-based Outpatient Clinics to learn about/observe a program, department, or technology and/or hear a lecture on a healthcare-related topic.

Volunteer – An individual who performs a service, or assumes an obligation within the Hospital or Hospital-based Outpatient Clinics without pay.

POLICY

It is the policy of the University of Illinois Hospital and Clinics that all community liaisons, consultants, contractors, employees, physicians, students, vendors, and volunteers working at the Hospital or Hospital-based Outpatient Clinics for periods equal to or greater than one week *obtain a Hospital photo identification badge.*

I-Cards, student ID-cards, non-UIC student ID cards, and Driver's License cards are not acceptable forms of identification while working at the Hospital or Hospital-based Outpatient Clinics

Affected parties working or conducting business within the Hospital or Hospital-based Outpatient Clinics for periods of less than one week will be considered *Visitors* and are expected to follow the Visitor Guidelines contained in [MCMPP LD 4.01](#).

For all applicable groups, the Hospital photo identification badge will display the University of Illinois Hospital Logo, the department name, and the appropriate position title.

**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

PROCEDURE

- I. Invited Guests of the Hospital or Hospital-based Outpatient Clinics will be provided Guest identification badges by Hospital Administration.
- II. Visiting/Touring Groups will be provided Guest passes obtained at the Front Desk, Hospital Lobby.

Hospital photo identification badges are obtained through the Hospital Identification Office, located in the Materials Management Department, Hospital Concourse level, C622, during normal office hours of operation. Refer to the [Materials Management website](#) for detailed information:

III. Employees, Physicians, Non-Hospital University Employees

- A. All Hospital or Hospital-based Outpatient Clinic employees and physicians must wear a Hospital photo identification card while on Hospital premises. See section V for Infant/Child Security ID badges.
- B. All University students must wear a Hospital photo identification card while engaging in clinical practicums in the Hospital.
- C. All University of Illinois Facility Management, Environmental Health and Safety Office and other University department representatives routinely performing duties on Hospital or Hospital-based Outpatient Clinic premises must wear a Hospital photo identification card.
- D. University of Illinois employees who do not routinely perform duties at the Hospital or Hospital-based Outpatient Clinics must obtain a sticker containing name and University affiliation from the first floor Information Desk, University of Illinois Hospital Lobby, 1740 W. Taylor Street.

IV. Infant/Child Security ID Badges

- A. Valid Hospital IDs are acceptable for access to floors 4 and 5 of the Hospital. Hospital Pink IDs are intended only for those caregivers who are authorized to remove a child from a patient room.
- B. Pink Infant/Child security ID badges are restricted to the following UIMC staff.
 1. All RN's who work on the 4th floor; all RN's who work on 5 West Pediatrics, Pediatric ICU, and Pediatric Step Down.
 2. All NRO flex and float staff who are within the Labor and Delivery, Mother Baby, Pediatric and PICU/NICU units.
 3. All Medical staff from Obstetrics, Family Practice, Pediatrics and Neonatology.
 4. All Advanced Practice Nurses from Obstetrics, Family Practice, Pediatrics and Neonatology.
- C. Infant/Child Security Badges
 1. Expire one year after date of issuance.
 2. To renew, staff must complete the annual Infant and Child Security training.

UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE

V. Students on Rotation and Visiting/Touring Groups

- A. *All students* who are on a clinical rotation, or are working or training within the Hospital or Hospital-based Outpatient Clinics for greater than a period of one 1 week must obtain a Hospital photo identification badge.
- B. *Students on rotation* within the Hospital or Hospital-based Outpatient Clinics will have a clinical departmental point person to assist them in obtaining a Hospital photo identification badge prior to beginning their work or their training within the Hospital or Hospital-based Outpatient Clinics.
- C. *Student Groups on Rotation*: For large groups of students on rotation at the Hospital or Hospital-based Outpatient Clinics, the clinical department point person must contact the Hospital ID Office to make special arrangements *at least 1 week prior to arrival of the students*.
- D. The clinical department point person will direct students to the Hospital ID Office located in the Materials Management department, Hospital Concourse Level, C622, with a signed letter of request for a photo identification badge.
- E. Student photo identification badges will contain an expiration date.
- F. Upon completion of student work within the Hospital or Hospital-based Outpatient Clinics, it is the responsibility of the clinical department point person to collect and return the photo identification badge to the Hospital ID Office in the Materials Management Department.
- G. Clinical Departmental point persons will be issued a return receipt when the identification badge is turned in.
- H. *Visiting/Touring Groups*: The Hospital department or Hospital-based Outpatient Clinic that is hosting the tour group must ensure confidentiality of our patients. The host department is required to obtain and complete Confidentiality Agreement(s) prior to the visit or tour. Go to [Confidentiality Form for Visitors](#) and then print and complete the Confidentiality Agreement. A copy of the completed form will be maintained in the Privacy Office and in the office requesting hosting the tour group. For more information or assistance, contact the Hospital Privacy Office at 312-355-5650.
- I. An adult Group Leader must accompany groups from outside of the Hospital or Hospital-based Outpatient Clinics who are visiting or touring the Hospital or Hospital-based Outpatient Clinics. A dated orange Guest Pass will be provided to each person in the group.
- J. The Hospital or Hospital-based Outpatient Clinics department that is hosting the outside group must:
 - 1. Designate a point person who will comply with the above,
 - 2. Obtain dated orange Guest Passes for each member of the tour group-
 - 3. Meet the Group Leader at the Front Desk,
 - 4. Accompany the Group Leader and the tour group throughout the visit/tour, and
 - 5. Forward a hard copy of the Confidentiality Agreement form(s) to the Privacy Office for Retention (refer to Policy LD 4.09 Business Records Retention and Disposal).
 - 6. Photography/video of patients, employees, physicians, students, visitors, and patient information (ex: information displayed on a computer screen) is strictly prohibited. Photography/video of Hospital or Hospital-based Outpatient Clinic equipment or technology requires the verbal permission of the department point person hosting the

**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

visit/tour (refer to [MCMPP IM 4.21 Use and Disclosure of Protected Health Information for Identification and Notification Purposes](#) and [MCMPP EC 4.05 Use of Cell Phones and Walkie-Talkies](#)).

VI. Volunteers

- A. The Volunteer Coordinator will be responsible for ensuring volunteers are issued a Hospital photo identification badge.
- B. When a volunteer is no longer providing volunteer services to the Hospital or Hospital-based Outpatient Clinics, the Volunteer Coordinator will collect and return the photo identification badge to the Hospital ID Office in the Materials Management Department.

VII. Contractors/Consultants

- A. When a contractor or consultant is working within the Hospital or Hospital-based Outpatient Clinics for greater than 1 week, it is the responsibility of the department director/manager to ensure the individual obtains a Hospital photo identification badge.
- B. To obtain a Hospital photo identification badge for a contractor or consultant, the department director/manager directs the individual to the Hospital ID Office located in the Materials Management department, Hospital Concourse level, C622, with a signed letter of request for a photo identification badge. *Photo identification is required to obtain a Hospital photo ID badge.* This protocol applies to business vendors/representatives who will be working at the Hospital or Hospital-based Outpatient Clinics for greater than 1 week.
- C. Upon completion of work within the Hospital or Hospital-based Outpatient Clinics, it is the responsibility of the department point person to collect and return the Hospital photo identification badge to the Hospital ID Office in the Materials Management Department.
- D. Contractor/Consultant photo identification badges will contain an expiration date.
- E. Expired photo identification badges are to be returned to the Hospital ID Office. If the contractor/consultant is still performing official work within the Hospital or Hospital-based Outpatient Clinics beyond the expiration date, the department point person is responsible for ensuring that the expired photo identification badge is exchanged a new expiration date is issued.
- F. Departmental point persons will be issued a return receipt for turned in photo identification badges.

VIII. Business Vendors/Representatives/Community Liaisons

- A. Most Business Vendors/Representatives and Community Liaisons are on site at the Hospital or Hospital-based Outpatient Clinics for periods of less than one week. Refer to [MCMPP LD 4.01 Standards of Conduct for Business Representatives, Vendors and Contractors](#) for direction.
- B. For Business Vendors/Representatives or Community Liaisons that will be working at the Hospital or Hospital-based Outpatient Clinics for a period of 1 week or more, refer to Section VI above.

**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

IX. Invited Guests of the Hospital or Hospital-Based Outpatient Clinics

A representative of Hospital Administration will provide invited Guests of the Hospital or Hospital-based Outpatient Clinics temporary Guest identification badges. These badges do not have photo identification, but contain the word *Guest* and contain the UIMC official logo. A point person in Hospital Administration is responsible for the collection and storage of Invited Guest identification badges so that they can be re-used.

X. Temporary Identification Badges

- A. Temporary identification badges are issued when an employee reports to work in the Hospital or Hospital-based Outpatient Clinics without an official photo identification badge.
- B. Temporary identification badges are issued by the Hospital ID Office.
- C. Temporary identification badges do not contain photo identification and are to be clearly marked with the department name followed by the words "Temporary ID".
- D. Individual Hospital departments or Hospital-based Outpatient Clinics are responsible for assigning a point person who will monitor the collection and return of temporary identification badges to the Hospital ID Office when the temporary identification is no longer needed.

XI. Lost Identification Badges

- E. Use of a temporary identification badge for more than 1 week will result in the pronouncement that the individual's original photo identification badge cannot be located and is officially considered lost.
- F. An employee who has lost his/her hospital ID badge must obtain a new photo identification badge from the Hospital ID Office during normal office hours. See Section III.
- G. The Hospital departmental or Hospital-based Outpatient Clinic point person responsible for monitoring the collection and return of temporary identification badges will also be responsible for declaration of any lost photo identification badges and ensuring that the individual receives a new replacement photo identification badge immediately.

XII. Naming Conventions

For all applicable groups, the Hospital photo identification badge will display the University of Illinois Hospital logo, the department name, and the appropriate position title.

References

University of Illinois Hospital

Management Policy and Procedure Manual

[EC 4.05 Restricted Uses of Cell Phones and Walkie-Talkies](#)

[LD 4.01 Standards of Conduct for Visits by Business/Vendor Representatives](#)

[LD 4.09 Business Records Retention and Disposal](#)

[IM 4.21 Use and Disclosure of Protected Health Information for Identification and Notification Purposes](#)

**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

Rescission

November 2010

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Policy Owner—David Miller, Associate Hospital Director