Banner Health

Title: **Photo Identification Badges and Access Provisioning**	
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Discrete Operating Unit/Facility:

Banner Baywood Medical Center
Banner Behavioral Health
Banner Boswell Medical Center
Banner Casa Grande Medical Center
Banner Churchill Community Hospital
Banner Del E Webb Medical Center
Banner Desert Medical Center
Banner Estrella Medical Center
Banner Fort Collins Medical Center
Banner Gateway Medical Center
Banner Goldfield Medical Center
Banner Heart Hospital
Banner Ironwood Medical Center
Banner Lassen Medical Center
Banner Ocotillo Medical Center
Banner Payson Medical Center
Banner Thunderbird Medical Center
Banner—University Medical Center Phoenix
Banner—University Medical Center South
Banner—University Medical Center Tucson
East Morgan County Hospital
McKee Medical Center
North Colorado Medical Center
Ogallala Community Hospital
Page Hospital
Platte County Memorial Hospital
Sterling Regional MedCenter
Torrington Community Hospital
Washakie Medical Center

Banner Corporate

Ambulatory Services
Banner Health Clinics
Banner Imaging Services
Banner MD Anderson Cancer Center
Banner Surgery Centers
Banner Urgent Care Centers
Occupational Health/Employee Services
Rural Health Clinics

Banner Home Care and Hospice

Insurance
Banner Health Network
Banner Plan Administration
University Physicians Health Plans

Banner Pharmacy Services

Post-Acute Care Services

Research

Table of Contents

Introduction

Background	Photo identification (ID) Badges provide a safer and more secure environment for Banner Health by means of identifying the role of the ID Badge Holder.

Purpose and Population

1. **Purpose**: To standardize badging practices across the enterprise, in terms of appearance, content and provisioning.

2. **Population**: All Badge Holders

Definitions

Access Control & Badging Governance Board: A multi-disciplinary oversight committee comprised of representatives from key stakeholders of security access control and badging.

Contractors: An individual who is contracted by Banner Health to provide services. For example, temporary or long term contract employees, or a contractor hired to perform maintenance work in a facility.

Vendors: An individual who is on a Banner Health campus for a brief period of time, typically less than one day, who needs to travel beyond public common areas. For example, a product representative providing a delivery to a staff area, such as CSPD or Surgery.

Photo Identification Badges

General Statements

1. Banner Health issues employees, physicians, contractors, volunteers, providers and select students a Photo ID Badge.

2. Photo identification is required and must be presented to the security badging office before any new badge will be processed or photo taken. An example of photo identification is:

   - a valid driver's license,
   - passport, or
   - any other government issued photo ID

3. Corporate Security is responsible for the Banner Health ID Badging program.

4. Depending on location, Facility Security, Human Resources or Administration creates and replaces ID Badges.

Photo Identification Badges, Continued

**General
Statements,**
(continued)

5. All ID Badges remain the property of Banner Health and must be surrendered upon demand, or upon termination of employment or function performed. Those authorized to demand the surrender of an ID Badge include:

    - Facility Administration
    - Human Resources
    - Medical Staff Services
    - Security
    - Card holder's Supervisor/Manager/Director

6. Banner Health requires that ID Badges be worn at all times while functioning on a Banner Health campus as a condition of employment and/or privileges associated with their function.

7. ID Badges must be worn

    - Above the waist
    - Attached to the outermost garment
    - Photo side facing outward
    - Unobstructed and clearly visible to others

8. Defacing an ID Badge by covering the photo or any information contained on the front of the badge is prohibited.

9. Borrowing or lending an ID Badge to make purchases, or to obtain or allow access, or for any other purpose, is prohibited.

10. ID Badge holders must report lost or stolen ID Badges to Security, Human Resources, or Medical Staff Services immediately.

11. During emergency events such as a Code Triage or a facility lockdown, all ID Badge holders must provide proper identification to gain facility or area access.

12. In accordance with local procedures and as a condition of issuing an ID Badge, Banner Security reserves the right to require applicants to register all personal or unmarked business vehicles they will be driving and/or parking on a Banner Health campus.

13. Employees are subject to corrective action for failing to comply with the provisions of this policy.

14. Non-employees are subject to removal of the ID Badge and/or Banner Health access privileges for failing to comply with the provisions of the policy.

Photo Identification Badges, Continued

**General
Statements,**
(continued)

15. Vendors are to follow Supply Chain Services protocol and policies and must check in with Supply Chain Services to obtain a disposable temporary ID Badge each time they visit a Banner facility through the Vendor Mate system (if applicable).

16. Exception(s) to this policy must be submitted to Corporate Security and are to be reviewed by the Access Control & Badging Governance Board prior to approval.

17. Requests for additional ID Badge Types, Badge Content or Specialty Badges must be submitted to Corporate Security and reviewed by the Access Control and Badging Governance Board for approval.

18. Badge holders are only to be provided one badge set at a time.

Badge Content

Photo

1. Banner Health ID Badges must include a photograph of the person to whom the badge is issued with the exception of visitors who are on site for less than five consecutive days.

2. The ID Badge holder's photograph must be displayed on the front of the ID Badge.

3. Pictures must be taken against a solid color background.

4. ID Badge photos must capture a clear picture of the person's full face, centered in the picture; nothing below the shoulder line should appear.

5. ID Badge photos are to comply with the System Dress Code Policy (#9512), including the process for religious exception of having a full face photograph.

6. Photos that do not meet the aforementioned criteria are to be cropped to appear as such on the ID Badge, or retaken.

7. "Selfies" are not to be used as ID Badge photos.

8. Professional portraits are reserved for Banner authorized provider or leadership positions.

9. Photographs are not to be over 10 years old. A badge holder that has a photograph of ten years and older will be required to have an updated photograph captured and a new badge provided.

Badge Content, Continued

Name

1. The ID Badge holder's first name is to appear on the front of the ID Badge.

2. The use of an abbreviated or preferred given name is allowed. For example, "Becky" instead of Rebecca, etc.

3. The use of a nickname is not allowed.

4. Student and Contractor badges must have the ID Badge holders first and last name printed on the front of the ID Badge.

5. The ID Badge holder's legal first and last name is to be printed on the back of the ID Badge.

6. The Title of "Dr." is only to appear on licensed Physician badges that route through Medical Staff Services or Human Resources.

7. Additional requests for a title of "Dr" on a badge is reserved for persons whose primary function is providing patient care and is to be:

   - Reviewed by the Access Control & Badging Governance Board, and
   - Verified by Human Resources prior to issuance.

8. Refer to "Badge Types" section for detailed information on individual requirements for specific badge type templates.

Title & Department

1. The employees' Title and Department must appear on the ID Badge and must be shown as it appears in Lawson.

2. Refer to "Badge Types" section for detailed information on individual requirements for specific ID Badge type templates.

Logo

1. The Banner Health Logo is to appear on front of the ID Badge.

2. The Banner—University Medicine Logo is to appear on ID Badges only for employees/persons who are primarily assigned to a Banner—University Medicine Facility or Banner—University Medical Group.

3. No other Logo is to appear on the ID Badge. This does not apply to ID Badges printed for Sonora Quest Laboratories/Laboratory Sciences of Arizona.

Badge Content, Continued

| Color identifiers | 1. The following colors are provided as a visual indicator of a specific role: |

Purple	Physician/Resident
Green	Student/Intern/Observer
Orange	Contractor
Yellow	Volunteer
Black	Allied Health
Red	Registered Nurse
Pink	Baby Safe
Blue	Employee

| Lawson Number | 1. The employee's Lawson number must be printed on the back of the ID Badge for all employed ID Badge holders. |

| Lawson Number | 1. The PPID barcode is intended for use on glucometer machines and must contain the employee's Lawson number on a code 128 barcode format.

2. The barcode on the back bottom of the ID Badge must be an interleaved 2 of 5 barcode containing an employee's ID in the Security access control system and the employee's Lawson number with the intended use for other applications. |

| Baby Safe Pink Badge | 1. Pink Baby-Safe ID badges are restricted to staff responsible for transporting a baby away from its mother.

For example: *Staff transporting baby from Mom's room to the nursery, or Mom's room down to radiology without Mom should have a Pink ID Badge.*

Likewise, if Mom and baby are being transported together such as from Labor & Delivery to postpartum or upon discharge, a pink ID Badge would not be necessary.

2. In most cases, Contractors, Students and Volunteers are not provided a Pink badge. Only in special circumstances in which the badge holder meets the aforementioned criteria and has received approval from the System Infant Security Team will a Pink badge be provided. |

Badge Types

Employee Badge	1. The front of an employee ID Badge must include:

- Photo Identification
- Employee's first (or preferred) name
- Employee's Job Title
- Employee's Department

2. The back of an employee ID Badge must include:

- Employee's legal first and last name
- Employee's Lawson number
- Barcode
- PPID Barcode

Physician & Resident Badge

1. The front of a Physician/Resident ID Badge must include:

- Photo Identification
- Purple color identifier
- Legal name written as "*Dr. LAST NAME*"
- Specialty

2. The back of a Physician/Resident ID Badge must include:

- Legal first and last name
- Lawson number (if applicable)
- Barcode
- PPID Barcode

Allied Health Badge

1. The front of an Allied Health ID Badge must include:

- Photo Identification
- Black color identifier
- Preferred first name
- Specialty

2. The back of an Allied Health ID Badge must include:

- Legal first and last name
- Barcode
- PPID Barcode

Badge Types, Continued

Contractor Badge

1. The front of a Contractor ID Badge must include:

   - Photo Identification
   - Orange color identifier
   - Legal First and Last name
   - Department Field to be the ID badge holder's company
   - Expiration Date – not to exceed one year

2. The back of a Contractor ID Badge is blank for badges with no access privileges.

Student, Intern & Observer Badge

1. The front of a student, intern and observer ID Badge must include:

   - Photo Identification
   - Green color identifier
   - Legal First and Last name
   - Title to be written as "STUDENT", "INTERN" or "OBSERVER"

2. The back of the ID Badge is blank for badges with no access privileges.

Volunteer Badge

1. The front of a Volunteer ID Badge must include:

   - Photo Identification
   - Yellow color identifier
   - First Name (or preferred name)
   - Title to be written as "VOLUNTEER"
   - Title for Volunteers under the age of 18 to be written as "VOLUNTEER (TEEN)"
   - Department to appear as "VOLUNTEER SERVICES"

2. The back of a Volunteer ID Badge must include the ID Badge holder's Legal First and Last name.

Badge and Access Provisioning

General Statements

1. Banner Health Enterprise Access Control System access levels must be programmed by Banner Health Security.

Badge and Access Provisioning, Continued

General Statements, (continued)

2. Individual Facility Security Departments may only provision access to their assigned Facility(s).

3. Multiple Facility Access programming must be performed by Corporate Security.

4. Creating an Access Level in the Access Control System must only be performed by Corporate Security.

5. Badges that contain access privileges must include Photo Identification.

6. Each badge holder must have only one profile/record created in the Access Control System.

Facility Access Level

1. General Access Level

   - Access level that any Facility employee may receive as a basic level and consists of openings that are "common".

2. Area Access Level

   - Based on a logical grouping of openings in an area or Facility. For example, a level that contains all perimeter openings to a particular unit and assigned to staff in the unit.
   - Requires direction and approval from the Department management of the requested area.

3. Restricted Area Access Levels

   - Defined as access levels containing openings into a Restricted Area.
   - Restricted Areas are specific locations of HIMS, Pharmacy, Nuclear Medicine, IT and WIS/PEDS.
   - Requires direction and approval from the Department management of the requested area.
   - Additional access requires approval from the Security Director and Department Director.

4. Facility Master Level

   - Consists of General Access and all Area Access Levels
   - Does not include Restricted Area Levels.

Badge and Access Provisioning, Continued

Facility Access Level,
(continued)

5. Specialty Levels

    - Are specific to a job type and not a logical grouping of openings.
    - Examples include the Physicians, Allied Health and Student levels.
    - Must be specific to a Facility or Campus.
    - Must be assigned only to the specific job role intended.

Access Level Requests

1. Additional access beyond what is provided during the new hire process must be requested through Security.

2. Requests for an area access level requires the approval of the Department Management of the area prior to assigning the access level.

3. Requests for a restricted area access level requires both the approval of the Department Management of the area and the Facility Security Management prior to assigning the access level.

4. A Multiple Facility access level request must be forwarded to Corporate Security for approval prior to assigning access.

5. Access requests for Allied Health, Physician and Students, who will be working in a Banner facility, must be coordinated and requested by Medical Staff Services or Human Resources.

6. In most cases, Contractors, Volunteers, and Non-Medical Staff students are not provided Access. Requests for access require the approval of the Department Management of the area prior to assigning the access level as well as a notification to the Facility Security Management.

Access Level Provisioning

1. Employees

    - Employees receive a Banner ID Badge through the process of on-boarding and New Employee Orientation.
    - Access Level programming for employees is performed by the Security Office at which the employee is assigned to work.
    - Access provisioning is based on the employee's role and job function.
    - An employee that works at multiple facilities must have access requested at each Facility Security Office.

Continued on next page

Badge and Access Provisioning, Continued

Access Level Provisioning, (continued)

2. Banner Staffing Services

- Banner Staffing and External Contract Labor individuals who are coordinated through BSS will be provided a Banner ID Badge through the Banner Staffing Services New Employee hiring process.
- The hiring manager is responsible for requesting access for the Staffing or External Contract Labor person.
- Access provisioning must be performed by the Facility Security Office at which the employee is assigned to work.
- Access must only be provided for the term of the assignment.

3. Information Technology (IT)

- IT Security is responsible for assigning access to IT Spaces. Spaces include, but is not limited to:

  o Main Distribution Frame (MDF)
  o Intermediate Distribution Frame (IDF)
  o Building Distribution Frame (BDF)
  o Data Centers

4. Medical Staff and Allied Health Professionals

- Medical Staff Services or Human Resources is responsible for providing Security with information regarding Facility assignments and privileged locations for Physician and Allied Health Practitioners.
- Physician and Allied Health Practitioners are only to be assigned access to the locations at which they are privileged.
- Medical Staff Services or Human Resources will provide the locations in which a Physician or Allied Health Practitioner is privileged.
- Individual facilities can only assign Physician and Allied Health Practitioners access to their own Facility.
- Multiple Facility access is to be assigned by Corporate Security.
- Medical Staff Services or Human Resources must notify Corporate Security when a Physician or Allied Health Practitioner no longer has privileges at a Facility. Upon notification, Corporate Security will deactivate access for that Facility.

Badge and Access Provisioning, Continued

**Access Level
Provisioning,**
(continued)

5. Students

    - Students who check in through Medical Staff Services are assigned Facility Specific access for the Facilities in which they are scheduled for a rotation.
    - Student access at a Facility will expire at the end of the rotation.
    - Student access must be provisioned by Individual Facility Security Offices.
    - The following applies to non-surgical rotation students that do not route through Med Staff Services:

        o Students are to display their student affiliation badge and be escorted by their preceptors.
        o Students that are at a Facility for an extended period longer than five consecutive days and require access are to submit a request to the Facility Security Management for a Banner Photo Identification badge.

6. Contractor

    - Contractor ID Badges must be requested by the Facility Department in which the contractor will be performing work.
    - Contractors who work on a Banner campus consistently or for more than five consecutive days must obtain an ID Badge.
    - Facility Services may provide temporary ID Badges with no access privileges, for short term use only, to contractors who have not been issued a Photo ID Badge.
    - Contractors requesting a Photo ID Badge are to:

        o Meet the required measures for a contractor to work at that Banner Facility. These measures may include, background check, flu shots, TB tests, etc.
        o Been provided a copy of the Contractor Handbook.

    - Contractors must not be provided access level privileges unless approved by the Department Director(s) and Facility Security Management has been notified.

7. Volunteers

    - ID Badge requests must be sent to Security by the Volunteer Services Department in which the ID Badge holder will be volunteering.
    - Volunteers must not be provided access level privileges unless approved by the Department Director(s) and the Facility Security Director has been notified.

Badge and Access Provisioning, Continued

Transfers

1. Individuals must follow the Human Resources (HR) Transfer process.

2. Security must make the necessary changes to access privileges, department and title when the Transfer information is received by HR.

3. Security must de-activate the employee's previous access and assign the access for the employee's new role or assignment.

Replacements

1. ID Badge-holders return expired, worn, damaged, defaced, and duplicate ID Badges to Security/Human Resources for disposal at the time a new ID Badge is issued.

2. Employees whose appearance has changed significantly since their ID Badge was issued are required to obtain a replacement.

3. Banner Health Security and badging entities reserve the right to charge a $10.00 fee to replace ID Badges that have been forgotten, intentionally damaged, defaced, or lost. Funds to go to Corporate Security toward services provided.

4. Another form of photo identification is required before a lost ID Badge is replaced. For example, a valid driver's license or passport.

5. Replacement and reprinted badges must have a new badge number when created allowing the old badge to be deactivated. Do not deactivate the profile.

6. A temporary badge may be provided to an employee if a badge was forgotten under the following guidelines:

   - A picture ID is taken on a PVC badge with no credentials and provided to the employee
   - Temporary badges can be available to be programmed and access assigned to the card, set to expire in 24 hours.
   - Access privileges are to match employees existing levels for that Facility
   - A photo ID is to be provided for the use of a temporary badge
   - Management of temporary badges is the responsibility of the Facility badging location.

Distributing ID Badges

1. ID Badges are to be provided to the badge holder or to the badge holder's leader for distribution.

2. ID Badges for new hires may be provided to Human Resources for distribution as part of the on-boarding and hew hire process.

Badge and Access Provisioning, Continued

Distributing ID Badges, (continued)

3. The use of a delivery service is discouraged unless the badge holder is at a remote Facility. The use of a delivery service requires:

   - A secure service, such as Fed Ex that provides delivery tracking to the customer is to be used
   - A transmittal form, which is supplied with the ID badge
   - Access control privileges be inactive
   - Upon receipt of the ID Badge, a signed copy of the transmittal to be sent via fax or e-mail to the badging office
   - The badging office to assign access privileges as appropriate when the signed transmittal is received

Returning ID Badges

1. Employees must return their ID Badge(s) to their supervisor when terminating employment.

2. Employees who transfer to a different position/department/facility or change job titles must return their old ID Badge(s) to Security/Human Resources, at which time a new ID Badge will be issued.

3. If the badge is not returned upon transfer or termination, a deduction may be taken from the employee's next/final paycheck.

Monitoring and Controls

1. Each facility issuing ID Badges is to conduct an annual review of the procedures for assigning ID Badges to onsite personnel (and visitors, if applicable). The annual review should address the processes for:

   - Obtaining ID Badges
   - Assigning and changing access levels
   - Revoking of terminated employee ID Badges and expired vendor badges (and expired visitor badges, if applicable)
   - Purging expired and deactivated badges from the system

2. Access provisioning for Restricted Areas is to be monitored through weekly reports provided to the Department leader and Facility Security Management of area access levels, opening and authorized cardholders.

3. Access provisioning for all other areas is to be reviewed annually by Facility Security Management.

Other Information

Related Policies	System Dress Code (#9512)
Keywords	Badging Photo Identification Access Control