



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

### Identification Badges

<b>Approved Date:</b> 9/18/2019	<b>Effective Date:</b> 10/1/2019	<b>Review Date:</b> 9/18/2020
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**Scope:**

Prisma Health-Midlands		Prisma Health-Upstate	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children’s Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

**Policy Statement:**

It is the policy of Prisma Health to issue all physicians, team members, volunteers, students, faculty, and affiliated staff including contract workers, a security or ID badge for the purpose of identifying the employee, controlling access and maintaining security within the facilities of the system. While at work, physicians, team members, and affiliated staff including contract workers, volunteers and students/faculty are required to wear ID badges above the waist, preferably on the lapel area of the team member’s attire. Name and picture should be clearly visible. The badge must be visible at all times.

**Associated Policies and Procedures:**

[Human Resources - Dress Code](#)

**Associated Lippincott Procedures: (as applicable)**

N/A

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

**Definitions:**

N/A

**Responsible Positions:**

N/A

**Equipment Needed:**

N/A

**Procedural Steps:**

1. Security badges are issued in accordance with this policy and the Lewis Blackman Hospital Patient Safety Act, either the first name or last name must be fully spelled out on the badge.
2. A picture ID badge shall be issued to all team members and to other personnel, as necessary, at no cost to the individual during initial employment or personnel processing.
3. The team member ID badge is part of each team member's official attire and must be worn at all times while working. The ID badge should be clearly visible and worn above the waist. Team members who report to work without their badge, or use their badge while visiting a Prisma Health location for personal reasons, may receive corrective action.
4. Team members should not take another team members badge to purchase food, drinks, gift shop items, etc. for the other team member.
5. Affiliated staff including contract workers should receive a security badge when s/he starts work on Prisma Health property.
6. Prior to working on Prisma Health property, students who complete clinical training at Prisma Health, or school faculty members who accompany these students, will be issued a badge from Prisma Health that appropriately identifies their department and job. Student badges will not be issued until all orientation requirements are met.
7. Badges are color coded to designate work area or role:
  - 7.1. Plum bar: Physicians and team members, including non-employed credentialed providers, not in Women's Services or Children's Services.
  - 7.2. Pink bar: Team members and physicians assigned to a Women's Services or Children's Services department.
  - 7.3. Yellow bar: Non-employed/non-credentialed, including volunteers, vendors, contractors and students.
  - 7.4. Tangerine bar: Contractors not allowed in patient care areas.

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8. Physicians, Dentists and Podiatrists (employed and non-employed) name will be displayed as Dr. Preferred first name and last name. Only credentials displayed will be MD, DO, DMD, DDS, DPM. Physicians, Dentists and Podiatrists working on Women's and Children's will have a pink bar. All others will be a plum bar.
9. Credentialed providers' (employed and non-employed) and those with specific terminal degrees names will be displayed as preferred first name and last name. Only credentials/terminal degrees displayed will be OD, PhD, EdD, PsyD, PharmD, DNP, NP, PA, CRNA, CNM, CNS. Credentialed providers working on Women's and Children's will have a pink bar. All others will be a plum bar.
10. All other team members (employed and non-employed) name will be displayed as preferred first name and last initial. Only credentials displayed will be RN or LPN. If the team member works on Women's and Children's will have a pink bar. All others will be a plum bar.
11. Per the Lewis Blackmon Hospital Patient Safety Act, either the first name or last name must be fully spelled out on the badge.
12. For contractors or vendors, a request must be made by Facilities Planning or a leader of the department needing services by the contractor. This request must be made through an e-mail address listed (e-mail address) for each campus.
  - 12.1. Prisma Health Baptist: [PHBAccess&ID@prismahealth.org](mailto:PHBAccess&ID@prismahealth.org)
  - 12.2. Prisma Health Parkridge: [PHBPAccess&ID@prismahealth.org](mailto:PHBPAccess&ID@prismahealth.org)
  - 12.3. Prisma Health Richland: [PHRAccess&ID@prismahealth.org](mailto:PHRAccess&ID@prismahealth.org)
  - 12.4. Prisma Health Tuomey: [Brian.matula@prismahealth.org](mailto:Brian.matula@prismahealth.org)
  - 12.5. Prisma Health all Upstate: [badge.security@prismahealth.org](mailto:badge.security@prismahealth.org)

The request must include the first and last name, company, what access is needed and how long the contractor or vendor will be working on the project they have been assigned.

**References:**

N/A

**Appendices:**

N/A