


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: Human Resources, Hospital-wide	EFFECTIVE DATE: January 22, 2018	POLICY NO.: A-HR1600	PAGE: 1 of 3
TITLE: IDENTIFICATION BADGE				
LAST REVIEWED/REVISED: 10/2017				
ENDORSED: EMC 10/2017				

PURPOSE:

An identification (ID) badge is issued to all employees and authorized personnel of the Guam Memorial Hospital Authority (GMHA). The ID badge is a means of providing effective controls of people wandering and/or roaming private or public areas throughout the GMHA without a reason. All employees, independent healthcare practitioners, Guam Memorial Hospital Volunteers Association (GMHVA) members, in-house volunteers, contracted staff (i.e. traveling, locum tenens, etc.), and other authorized personnel are required to wear a photo ID badge at all times while on the premises. The ID badge must be visible to the public.

Vendors that are awarded contracts through the procurement process must obtain an ID badge from the Materials Management Department.

POLICY:

It is the mission of the GMHA to provide a safe working environment by requiring all authorized personnel to have an appropriate GMHA issued photo ID badge that must be worn while on the premises.

PROCEDURE:

I. GENERAL

- A. All employees (full-time, part-time, contractual, etc.) will be issued a photo ID badge upon reporting to their first day of hire.
- B. If an employee's first day of hire lands on a weekend, he/she must obtain an ID badge from the Human Resources Department the Friday before reporting for duty.
- C. Independent healthcare practitioners, with hospital privileges, shall be issued ID badges upon verification and in coordination with the Medical

Staff Office verifying that they have met all requirements to provide services at the GMHA.

- D. GMHVA members must obtain a photo ID badge from the Human Resources Department.
- E. In-House Volunteers: The Human Resources Department shall issue a designated number of temporary ID badges to the Equal Employment Opportunity (EEO) Office/Administration Office for in-house volunteers.

In-House Volunteers shall obtain badges from the EEO Office/Administration Office before the start of duty, and are responsible for returning them at the completion of his/her duty.

- F. Security personnel and department heads/supervisors must ensure that all employees properly display their photo ID badges at all times.
- G. Employees who do not have a photo ID badge during the regular work hours of 7:00 a.m. to 5:00 p.m. must report to the Human Resources Department to be issued a GMHA Temporary ID badge.

Employees must obtain a GMHA Temporary ID badge from Security after the regular work hours of 7:00 a.m. to 5:00 p.m.

Employees issued Temporary ID badges are responsible for returning them to the Human Resources Department during regular work hours, or to Security after regular work hours upon completion of his/her shift.

- I. Contractors and consultants authorized by the GMHA must obtain an ID badges from the Materials Management Office and surrender it upon completion of the project.
- J. All ID badges must be displayed visibly to the public, at eye contact level.

II. IDENTIFICATION CODE FOR BADGE ISSUANCE

- A. Blue - Employee, Non-Supervisor
- B. Pink - All Maternal Child Care units (Pediatrics, OB Ward, OB Nursery, NICU)
- C. Yellow - Board of Trustees, Hospital Administrator/CEO, Division Managers, Department Managers and Supervisors, and Staff Physicians
- D. Green - Independent Healthcare practitioners
- E. White - GMHA Temporary ID
- F. Pink Letters - GMH Volunteers Association Members and In-House Volunteers

III. INITIAL AND REPLACEMENT COSTS:

- A. The GMHA shall assume the cost for the initial ID badge.
- B. A \$20 fee will be assessed for the replacement of an ID badge if lost or stolen.
- C. The individual who signs for a temporary ID badge shall pay a \$20 fee if it is lost or stolen.
- D. The GMHA will replace, without charge, ID badges resulting from a change of any personnel actions taken. In the event that the employee is unable to produce a previously issued ID badge, the employee must pay an assessment fee, before a new ID badge is produced.

IV. SURRENDER OF ID BADGE

ID badges must be surrendered to the Human Resources Department upon resignation, retirement, termination, dismissal or any form of separation from the GMHA. The GMHA's "Employee Clearance Form" will not be cleared until the ID badge is surrendered to the Human Resources Department.

If the employee is unable to surrender the ID badge, he/she will be assessed a \$20 fee before the "Employee Clearance Form" is cleared.

RESCISSION:

Policy No. 8650-1.211, Identification Badge, of the Human Resources Manual made effective May 29, 2012.