



Title: IDENTIFICATION BADGES HOSPITAL ISSUED	Reference #: 1256 Version: 5
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PURPOSE:

1. To establish a uniform policy and procedure for the identification of authorized persons while present on the campuses of the West Hawaii Region (WHR) of Hawaii Health Systems Corporation (HHSC) which is comprised of Kona Community Hospital (KCH) and Kohala Hospital (KOH), performing patient care and all other authorized duties. In addition, this system provides authorized entry into buildings, departments and offices.
2. All employees, physicians, students, volunteers, agency staff and contractors are required to wear a KCH issued identification badge at all times while present on the KCH campus. All employees, physicians, students, volunteers, agency staff and contractors are required to wear a KOH issued identification badge at all times while present on the KOH campus.
3. Identification badges with a bar code enables the staff member to perform certain required patient care tasks in the electronic medical record, and enhance patient safety, and is necessary when passing medications or providing certain treatments.
4. To assist employees, patients, patient's families, and visitors in identifying KCH and KOH staff when in need of assistance.
5. Badges provide access to restricted areas, or areas that are protected from the general public, such as the KCH OB department, Nursery, Intensive Care, and Behavioral Health units.
6. To aid patients in the knowledge that persons interacting with them are KCH staff while on the KCH campus.
To aid patients in the knowledge that persons interacting with them are KOH staff while on the KOH campus.

POLICY

1. IDENTIFICATION

- a. An approved facility identification (ID) badge must be obtained from Human Resources (HR) and must be worn at all times when working on the respective campus. Badges are authorized to be issued based upon HR receiving clearances from the appropriate authorities, i.e. medical/TB screening, criminal history, background checks, etc. for an employee, physician, contract worker, vendor or volunteer.
- b. The ID badge must be worn with an unobstructed view of the photo side of the badge above the waist. Wearing the badge on caps, belts, or shirtsleeves is unacceptable.
- c. Badges must be maintained in good condition. ID badges will be free from any tape, stickers or pins, which obstruct the intent of the badge (i.e. – name, photo). Inserting pins into the badge will damage the technology in the card and is prohibited.
- d. Identification badges are associated with a unique number. Therefore, a staff member can only have one official hospital issued identification badge.
- e. Badges will include a photo, first name, title, and department of the employee, with the exception of those employees who routinely work in Obstetrics on the KCH campus. In this designated area, the ID will include the addition of a green colored stripe below the employee's name, located at the bottom of the badge. Contractors and agency staff badges will be identified with a red stripe located at the bottom of the badge.
- f. Identification badges remain the property of KCH or KOH, but are the responsibility of the identification card holder to whom it was issued.



- g. In no instance should a KCH or KOH issued badge be loaned to anyone, or be out of the possession or control of the card holder. When not in use, it is the responsibility of the employee to ensure that badges are kept in a secured location.
- h. Unauthorized possession, use or reproduction of a KCH or KOH identification badge may constitute theft or misappropriation of KCH or KOH property, and appropriate disciplinary action will be taken.
- i. Employees, volunteers, contractors, students, agency staff and physicians who separate from KCH or KOH must return the identification badge to the HR Department.
- j. Staff members who change names, positions or departments should immediately request a new ID badge from HR.
- k. Managers working with contractors and/or agency staff must immediately inform HR of the separation date of this staff so that their identification badges can be de-activated.
- l. Any person encountering an unknown person, without proper identification, in a non-public area should assist the individual. If the employee has any doubt as to the person's response or demeanor, Security and/or the Nursing Supervisor should be notified.

2. MISPLACED, LOST OR STOLEN BADGES

- a. If an employee reports for work without their assigned ID badge, they will be unable to start their shift. Wherever their assigned badge is located, it must be retrieved, or reissued prior to starting their shift.
- b. Should an employee leave the hospital campus during their shift to retrieve their ID badge, the time spent retrieving their badge will be marked as leave without pay.
- c. If determined that the hospital issued badge is lost or stolen, HR will provide the employee a new badge during Human Resource's hours of operation, Monday-Friday, 8:00am-4:00pm. Badge replacement fees are \$5 for an ID badge and \$5 for a Kronos badge.
- d. The original badge will be de-activated and can no longer be used. A new badge will be issued by HR.
- e. It is the staff member's responsibility to report a lost or stolen badge immediately to their Supervisor and HR during regular working hours. If after hours, weekends, or holidays, the staff member will report a lost or stolen badge to the Nursing Supervisor or to the KOH administrator on call.
- f. When a badge has been reported lost, and is later located, the located badge must be turned in to HR.