

**Beth Israel Deaconess Medical Center
Environment of Care Manual**

Title: BIDMC Identification and Access Cards

Policy #: EOC-31

Purpose:

The Department of Public Safety will provide and process all Medical Center photo identification and access card requests for the Beth Israel Deaconess Medical Center.

PROCEDURE:

In accordance with Medical Center policy, all employees will display a Medical Center photo identification badge while on any and all Medical Center property owned, leased or occupied by BIDMC. Employees requiring access to controlled areas will be issued a separate access card or combined access and identification badge. Employees will comply when requested by security staff to inspect the badge or card. Both card and badge remain the property of BIDMC and employees are required to return them to their supervisor upon separation from employment.

Any modification of the procedures outlined in this policy, based on special circumstance, must be approved by Human Resources, Employee and Occupational Health Services and Public Safety Departments.

A. Occupational Health (EOHS) Requirement

All *NEW* photo ID request forms are required to have an official stamp provided by the BIDMC's Occupational Health (EOHS) Department indicating that the applicant receiving the photo ID has successfully passed the EOHS requirements for all pre-placement testing (for pre-placement requirements, please reference PM-19). This includes newly-hired full-time or part-time Employees, Physicians, Students, Volunteers, Contractors and Vendors.

B. New Employees

New employees will receive their combination identification and access card at the completion of orientation. All information will be provided by BIDMC Human Resources and preprogrammed with standard access clearances.

Employees will be required to have photo identification and their personal information will be verified.

The new employee's supervisor will request any access required for their Departments. Any other needed access clearances to RESTRICTED areas or any other areas where certain approval is mandatory must be requested by that area's Administration or Management via telephone call to Public Safety (29111), Access Request Form brought to Public Safety or a pre-arranged form of communication (i.e. e-mail to the Security Systems Administrator).

Any one with a medical designation of MD, NP, or PA will be required to have the approval of the Medical Staff Office or can also be verified using the BIDMC's CACTUS System. In other cases of medical designation where certain credentials are required the appropriate hiring Department's Administration or Manager may provide such approval.

C. Obtaining a Photo Identification

Photo identification services are available at the Public Safety Office 24 hours/7days, including holidays. Appointments for groups of five or more persons may be scheduled by calling 2-9111 during regular business hours (9AM to 5PM).

Persons seeking a BIDMC Photo ID must present the officer with a form of photo identification and an authorization identification badge/access form signed by the Department Director or Manager and must also have an EOHS approval stamp described above in Section A. The ID form is available under department forms and Public Safety's website on the portal: [BIDMC ID Card Request Form](#) (must log onto BIDMC Portal).

Contractors, Vendors & Industry Representatives must obtain an authorization form from the administration or management of the department responsible for the Contractor's work or contract. Any requested access clearances may be subject to review and approval of the BIDMC Public Safety Department Administration.

Visiting Scientists and Observers who are planned to be on BIDMC property for any duration of time must be issued a photo identification which may be approved by the host department's administration or management. Visitor/Observer photo identifications will not be programmed for use as an access card. The host department will also be responsible for ensuring that the Visitor/Observer is escorted at all times by an employee of the department.

A list of persons with approval status will be kept in the Public Safety dispatch area. Only those persons on the list will authorize access to Departments, if designated in writing. It will be the determination of department directors or managers to determine levels of departmental access.

An officer will produce the identification / access control badge, containing the employee's photo, name, medical or educational credentials and department.

D. Access Groups

General Access

General Restricted – Day and time sensitive access.

General Staff – Areas where business is conducted and all staff may have access.

Staff Restricted – Areas restricted only to staff that work in those areas.

Sensitive Areas – Designated by the Security Management Program requiring high level of access control.

Restricted – Areas of Security concern restricted to specific personnel only.

General Access

Open to patients, staff and visitors. No access card required. Areas include lobbies and waiting rooms and open public areas.

General Restricted

Open to patients, staff and visitors during normal business hours. Requires access approval after business hours by department director and/or manager.

General Staff

Director and/or manager of department can approve access. An access card is required and the area is not open to unaccompanied patients or visitors.

Staff Restricted

Emergency Department – Must have approval by Emergency Department Clinical Advisor or Chief, Emergency Medicine.

Medical Records – Must have approval by Director or Manager of Medical Records

Research – Must have the approval of authorized personnel in Research Administration

Operating Rooms – Must have approval of authorized personnel in Surgery.

Emergency Elevator Access – Members of the Code Team and medical support staff.

Sensitive Areas

Infant Care Departments – Must have approval by Department Chief, or Nurse

Manager to specific Infant Care Areas.

Accounting, Finance and Cashiers – Must have approval of Director or Manager of Finance Department.

Mailroom – must have approval of mailroom manager.

Restricted

Pharmacies – Must have approval by Director or Manager of Pharmacy.

In-Patient Psychiatric Services – Must have approval signed by Nurse Manager or Chief of Department.

Animal Containment Areas – Must have approval of ARF Director or Manager.

IS and Telecommunications data areas.

Executive Suites – Senior Management

Emergency Elevator Access – Code Team members and medical support personnel (such as Pharmacy and Distribution) will have admittance to operate the emergency elevator access. A list of those needing access will be forwarded to Public Safety from the Code Team Committee on a quarterly basis.

E. Replacement Identification Badge / Access Cards

There is a \$5.00 replacement fee for all lost/stolen/missing “Combination ID/Access Cards”, non-access IDs, or SensorCards.

If replacement is because the identification card has become damaged by normal use or if the card is being replaced for an upgrade to a newer technology card, there will no charge for the replacement. However, if the replacement is for an employee’s name change or department change, verification by supervisor and / or Human Resources in writing is required. The employee will also be required to provide proof of a name change (i.e. marriage license copy, driver’s license, passport or other official governmental documentation indicating the name change).

If employee is required to pay the \$5.00 charge, He/She will:

1. Bring \$5.00 (exact only) to the Public Safety Office
2. A government-issued photo identification will be required (i.e. driver’s license, state-issued ID, passport, residency ID, etc)
3. The Officer will give the employee a receipt to prove payment.

4. A new identification / access card will be issued.

F. Identification Badge Color and Access

General employees are those who are non-credentialed staff, nor students and volunteers of BIDMC who do not fall under the categories needing access to high security areas, such as research areas, pharmacies or nurseries. Those needing access to high security areas are badged appropriately. Students and Volunteers are badged so that they can be easily identified by patients, visitors and other staff.

Credentialed Staff - are employees who hold medical staff privileges at BIDMC and can include physicians, nurse practitioners, allied health professionals credentialed through the Medical Executive Committee, consulting medical staff and medical residents as approved by the Vice President of Quality.

Non-BIDMC employees - In some cases, non-BIDMC employees, who work in the capacity of regular BIDMC employees (as approved by a Vice President) will be considered "general employees" and will be issued a general employee identification card.

Vendors, contractors and industrial representatives who do regular business at the Medical Center will be issued BIDMC badges that denote their status.

Staff will receive a color coded badge with approved access:

Badge Color	Category of Provider Staff	Access	Duration of access card activation
Red	Active medical staff	Perimeter, Dana, Slosberg-Landay	Until Privileges are terminated
Red	Associate medical staff	Perimeter, Dana, Slosberg-Landay	Limited period of time that privileges are granted
Red	Courtesy medical staff	By Request as approved by SVP Quality	Until privileges are terminated
Red	Consulting medical staff	By Request as approved by SVP Quality	Until privileges are terminated
Purple	Honorary medical staff	By Request as approved by SVP Quality	Until privileges are terminated
Red	Allied Health Professionals- Credentialed by MEC	Perimeter, Dana, Slosberg-Landay, all Research Buildings	Until privileges are terminated
Red	Medical Residents	Perimeter, Dana,	Until privileges are

		Slosberg-Landay, all Research Buildings	terminated
Green	Medical/Nursing Students	By Request	End of school term
Purple	Nursing, General Employees	Perimeter	Until employment ends
Blue	Research	Perimeter, Dana, Slosberg-Landay, all Research Buildings 109 Brookline Ave.	Until employment ends
Yellow	Volunteers	None	None
Light Blue Background	OB/GYN Areas	Approved OB/GYN and Neonatology staff with Infant Transport Approval	Until privileges are terminated
Purple: RX-Background	Pharmacy Employees	Determined by Director Approval	Until employment ends
Orange (entire card) C-Background	Contractor	Determined by Facilities Director Approval	Up to 1 Year
Orange (entire card) C-Background	Industry Representative	Determined by Department Director	Up to 1 Year
V-Background	Visitor/Observer	None	None

Note: With approval from Vice President, Long-Term Management Contractors can be issued regular BIDMC Employee Badges

Vice President Sponsor: Walter Armstrong, Sr. Vice President, Capital Facilities & Engineering

Approved By:

Ops Council: 12/4/17

**Pete Healy
President**

EOC Committee 10/11/17

**W. Armstrong & Kathy Murray
Co-Chair**

Requestor Name: Christopher Casey, Public Safety Director

Original Date Approved: 7/14/04

Next Review Date: 10/20

Revised: 09/11, 10/14

**References: [EC-26 Contractor, Subcontractor, Consultant and/or Vendor Policy](#)
[ADM-58 Observers at BIDMC](#)**