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| Identification (ID) Badges | **Last Revision:** | March 2016 |
| **Last Reviewed:** | March 2016 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * THA Services * RightHealth® |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

**POLICY**

It shall be the policy of the organization to require each employee to wear approved identification in order to be easily and appropriately identified by patients and their families, physicians and other employers.

**PROCEDURE**

1. Employee Identification Badges are issued during orientation and include a photo of the employee’s face and neck area, full employee name, and employee job title (see below for “actual size” illustration).
2. Employees are required to wear the identification badge at all times while providing client care and while at work in the office. The identification badge is to be worn to ensure clear visibility of employee photo and name.
3. Changes To Identification Badges
4. Replacement ID badges are issued when employees change names, job titles, or physical appearance. Request for changes to identification badges will be submitted to the appropriate supervisor and must include documentation of name change or title change.
5. Approved changes to the identification badge will be made at no cost to the employee. - Replacements of an ID badge that has been lost, stolen, or mutilated will be made at no cost to the employee.
6. Requests for replacement ID badges should be made via the request form located at [\\Tha-fs1\2006\EMPLOYEE\_RESOURCES\REQUESTS\name\_badge\_note\_business\_card\_request\_form.pdf](file:///\\Tha-fs1\2006\EMPLOYEE_RESOURCES\REQUESTS\name_badge_note_business_card_request_form.pdf).
7. ID badges are the property of the company and are returned to Corporate Headquarters when employment terminates. If an employee fails to return the ID badge, every attempt will be made to retrieve the badge by phone or written request.

