



Policy: Badge, Identification and Access

Effective: 02/11/25

Identifier: S-FW-EC-2003

Acute Care: ENC GR LJ MER

Ambulatory SHAS

PURPOSE: The identification badge is an integral part of Scripps Physical Security Management Program. This policy describes requirements applicable to the issuance, collection, specification, visual display, and enforcement of identification badge requirements for individuals conducting business or providing service in Scripps Health facilities.

I. POLICY

- A. All individuals conducting business or providing services on Scripps premises are required to always wear the appropriate Scripps identification badge while on Scripps premises.
- B. Identification badges are not transferable and may never be shared with another individual.
- C. Everyone may be issued only one badge. Individuals with more than one role will have an underlying badge attachment designating their additional role. For example, a Scripps employee who also volunteers will be issued an orange colored "Volunteer" or an employee who is in the facility as a student will be issued a black colored "Student".
- D. Scripps issued picture identification badges are the property of Scripps and must be returned to supervisors, managers, or sponsoring Scripps managers of the authorizing department when employment or relationship with Scripps is changed or terminated.
- E. Failure to comply with Scripps policies and unauthorized access may result in corrective action, up to and including termination of privileges, legal action, notification of law enforcement agencies, or other appropriate action. Known or suspected unauthorized access or any other types of security breaches must be immediately reported to the facility Security Office or Scripps IS Help Desk (858-678-7500 or tie-line 318-7500).

II. RESPONSIBILITIES

- A. All individuals issued a Scripps identification badge must always wear their badge on Scripps premises:
 1. Wear badge properly:
 - a. Above the waist with picture visible.
 - b. Lanyards must be breakaway and be appropriate for the environment, as approved by management.
 - c. If Scripps badge is suspected to be lost or stolen, immediately report the event to the IS Help Desk at 858-678-7500 and contact your Security Office for a replacement. To replace your lost/stolen badge take a completed CID & Badge Identification Request Form with your supervisor's signature to your Security Office.
 - d. Surrender Scripps issued badge to a Scripps supervisor upon completion of service, employment, or relationship with Scripps.
 2. Never share your badge with anyone. Everyone must use their own badge to gain access to a facility area. Be aware of unknown or suspicious individuals who attempt to access any restricted area by "piggybacking" on other staff members' badges and report such events to the Security Office.
 3. Report to your supervisor if a replacement badge is needed due to absence of your

own badge.

4. Properly protect and care for your badge:
 - a. Your new badge has an internal electronic chip. Do NOT write on your badge, bend, twist, hole-punch, staple, crimp, or stick with pins or sharps.
 - b. Clean your badge only with a soft, non-scratching cloth and water.
 - c. DO NOT leave your badge exposed in your car, in direct sunlight, or in laundry driers, high temperatures will damage it.
 - d. Do NOT expose the badge to organic solvents, thinners, mineral spirits, alcohol, isopropyl, ethanol, etc.

B. Supervisors and above (or designee) must:

1. Request badge access to controlled areas that is appropriate minimum access necessary for their role and job duties.
2. Provide appropriate education to include but not limited to, security, privacy, and emergency access.
3. Apply appropriate corrective actions for individuals failing to comply with badge identification policy.
4. Notify HR, Scripps IS Help Desk 858-678-7500, and/or Security Office when individual's relationship or employment terminates to disable any badge access. Promptly collect identification badge and keys and deliver them to HR or Security Office. Document actions on *Transfer/Termination Checklist*.
5. On an annual basis during performance evaluation evaluate identification badge for picture recognition, condition, and integrity.

C. Security

1. Administer identification badge and access control system in collaboration with Information Services to include proper system storage, security, regular back-ups, and include in the disaster recovery plan for emergency access control purposes.
2. Store and maintain required *CID & Badge Identification Request Forms* in the appropriate network folder designed for Scripps Health Physical Security for auditing purposes.
3. Conduct annual access privileges reconfirmation reviews of security sensitive areas to validate appropriate access.
4. Maintain dual administrative access requiring that two individuals, a primary and secondary Data Steward, have administrative access to the identification badge system to meet time-critical requirements in emergency situations.

D. Human Resources

Approve changes to badge to include, title, department, name, license/certification, etc.

E. Information Services

1. Maintain adequate redundancy, backups and restore Badge Identification and Access application system.
2. Maintain, patch, and safeguard the Badge Identification and Access application system servers in accordance with Scripps requirements.

III. PERSONNEL

For this policy, “**individuals**” include and are not limited to employees, physicians, students, volunteers, registry nurses, travelers, and contractors/vendors conducting business or providing services on Scripps premises.

IV. PROCEDURES

A. Requesting Identification Badges

For employees, present one of the following to HR to initiate badge issuance:

1. **New Employees:** The HR Employment Center issues for all new employees as part of the on-boarding process.
2. **Existing Employees:** For badge changes or replacement, complete the CID & Badge Identification Request Form, obtain the manager or designee, approval signature, and provide the completed form to designated Security Office. The Security Office issues a new badge only if the supervisor approved (signed) the badge replacement form and the badge user's identity is validated (e.g., via a picture identification such as driver's license, etc.).

For non-employees:

1. **Non-employee** sponsoring manager or designee completes a Badge Access Request Form.
 - a. If badge access is needed for < 15 days total, direct individual to obtain a daily Temporary ID paper badge from designated location.
 - b. If badge access is needed for > 15 days, the sponsoring manager is to send individual to the Security Office to obtain a non-employee badge with expiration date **not** to exceed one year. The sponsor may elect to have the individual obtain a daily temporary badge, in consultation with Security.
 2. Instruct individual to:
 - a. Surrender their current badge to the Security Office if replacement is requested.
 - b. Present a form of picture identification, such as driver's license, at the time of badge issuance.
 - c. Sign the CID & Badge Identification Request Form.
- B. Badges will be issued at no cost. This includes badge replacements because of name, title or department change, damage, usual wear and tear, to update an old picture, or lost/stolen badges.
- C. For all badge replacements, a new CID & Badge Identification Request Form must be completed, signed by supervisor or manager, and provided in person to the Security Office.

V. ATTACHMENTS

- A. Scripps Identification Badge Requirements and Specifications
- B. ID Badge State Board Code Credentials

VI. RELATED FORMS

- A. CID & Badge Identification Request Form; [SW-EC-2003 A](#)
- B. Termination and Transfer Checklist; [SW-HR-0212 A](#)

VII. RELATED PRACTICE DOCUMENTS

- A. Information Systems, Non-Employee Access; [S-FW-IM-3004](#)
- B. Information Systems, Employee Access; [S-FW-IM-3002](#)
- C. Timekeeping; [S-FW-HR-0800](#)
- D. Termination of Employment; [S-FW-HR-0212](#)

VIII. REFERENCES

- A. California Business and Professions Code Section 680-685
- B. Facilities Security Plan 164.310 (a) (1)
- C. Emergency Mode Operations Plan 164.308 (a) (7)
- D. Security Incident Procedures 164.308 (a) (6)
- E. Security Evaluation 164.308 (a) (8)
- F. Contingency Operations (Facility Access Controls) 164.310 (a) (1)
- G. Maintenance Records (Facility Access Controls) 164.310 (a) (1)
- H. Emergency Access (Access Controls) 164.312 (a) (1)

IX. SUPERSEDED

Badge, Identification and Access; S-FW-EC-2003, 03/22

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Development Workgroup		
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Function	Chair Name/Title/Position	Date
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Executive Cabinet	Chris Van Gorder, President & CEO	01/28/25

ATTACHMENT A: Scripps Identification Badge Requirements and Specifications

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Authorized Requestor and Color per Category of Personnel:

Personnel category	Color	Authorized Requestor
Employee (Includes Nurse Practitioners, PAs)	Blue	Hiring manager/Supervisor, /HR/Talent Management
Physician, Allied Health Practitioners (members of the medical staffs)	Green	Medical Staff Credentialing (in MD Staff)
GME Interns and Residents	Green	GME office
GME rotating medical students	Black	GME office
Physician, Allied Health Practitioners, OB/Pediatrics	Green with Yellow Stripe	Medical Staff Credentialing and , Maternal Child Health Manager or above
Maternal Child Health <i>* Authorized to remove an infant from a mother's presence.</i>	Solid Yellow badge for employees. Yellow stripe added to category color for non-employees/	Maternal Child Health Manager or above
Volunteer	Orange	Volunteer Manager
Patient Care Providers (Non-Employee)	Black	Talent Management
Patient Care Providers (Non-Employee), Maternal Child Health	Black with Yellow Stripe	Talent Management and Maternal Child Health Manager or above
Vendors or Contractors (Non-Employee)	Black Or Temporary /Sticker	Scripps sponsor, cost center management at manager level or above
Students to include GME rotating medical students/residents	Black	CFLI or Graduate Medical Education for medical students, the designee responsible for student affiliation requirements and as required . Maternal Child Health Manager or above for students assigned in OB and Peds.

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BADGE FRONT Set-Up Requirements:

1. Picture full face (like state issued identification or passport)
2. Name: All caps 18-point font (First Name first line, Last Name second line)
 - a. Employees below the level of supervisor will have First Name and Last Name initial on the front of badge. At time of Badge production, individuals may elect to have to a "preferred first name" on the front of their badge that is different than their legal first name. Preferred name must be approved by Human Resources and recorded in Lawson.
 - b. Scripps employee in a position of supervisor or higher badges must display the individual's First and Last Name of the front of the badge.
 - c. Non-employees to include physicians: must have full legal First Name and Last Name displayed on the badge front. May use preferred name which must be recorded in Lawson.
 - d. Legal First and Last Name will be printed on the back of badge. Individual legal name is defined as the name of individual in the Scripps Lawson system or for Physicians from the Centralized Credentialing System).
3. State Credentials:
 - a. Health Care Practitioner Status (license, certification, registration) as granted by the State of California and required by Scripps job position, see **Attachment B** - ID Badge State Board Code Credentials for a listing of the only authorized credentials to be included on badge.
 - b. Clinical staff under the level of supervisor providing direct patient care services will have their state credential centered under their name on badge front.
 - c. Clinical staff supervisor or above will have credential following Last name.
4. Font. Must appear in 18-point font or larger.
5. Job Title: Assigned by HR and must be obtained from Lawson Human Resources system or for Physicians from the Centralized Credentialing System. Badge Title may differ from the individual's official Job Title in Lawson.
6. Department is from Lawson and is assigned by HR.
7. Scripps Logo at the bottom of the badge.
8. Bar code identification centered.
9. Non-Employee expiration date is recorded in the badge system. (Must not exceed one year).

BADGE BACK Set-Up Requirements:

1. Advisory Statement: Your identification badge is to be worn above your waist, always picture out while on Scripps Property. If found, please call 858 678-7500.
2. Legal First and Last Name (per Lawson HR system)
3. Bar code
4. Badge Identifier

ATTACHMENT B: ID Badge State Board Code Credentials

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Required Badge Credentials

State License Certification or Registration Required on Badge	State Board Code
Audiologist	AUD
Clinical Lab Scientist	CLS
Certified Nurse Assistant	CNA
Certified Nuclear Medical Technician	CNMT
Clinical Nurse Specialist	CNS
Certified Phlebotomy Technician	CPT
Doctor of Osteopathy	DO
Doctor of Podiatric Medicine	DPM
Licensed Clinical Social Worker	LCSW
Licensed Psychiatric Technician	LPT
Licensed Vocational Nurse	LVN
Medical Doctor	MD
Marriage Family Therapist	MFT
Medical Laboratory Technician	MLT
Nurse Anesthetist	NA
Nurse Practitioner	NP
Ophthalmic Assistant	OA
Orthopedic Physician Assistant	OPA
Occupational Therapist	OT
Occupational Therapist Assistant	OTA
Orthopedic Technologist - Certified	OTC
Physician Assistant	PA
Psychiatric Mental Health Nurse	PMH
Psychologist	PsyD
Physical Therapist	PT
Physical Therapy Assistant	PTA
Respiratory Care Practitioner	RCP
Registered Dietitian	RD
Registered Diagnostic Medical Sonographer	RDMS
Registered Nurse	RN
(RN) Interim Permit	RN (IP)
Registered Nurse First Assistant	RNFA
Pharmacist	RPH
Radiology Technician	RT
Speech Language Pathologist	SLP
Surgical Technician	STEC
Pharmacy Technician	TCH

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Description: Keywords: Access, ID This policy describes requirements applicable to the issuance, collection, specification, visual display, and enforcement of identification badge requirements for individuals conducting business or providing service in Scripps Health facilities.