

QSF-HR-0004, Revision Level 0, 12/2016, Page 1 of 2
Retain in personnel file & while current

FORM MUST BE COMPLETE INCLUDING DESIGNATED SIGNATURES

BADGE TYPE DESCRIPTIONS

Badge Type	Description	Badge Form Issued By:
Staff	All SRH employees	Department Manager
(Blue)	SRH Physicians	Medical Staff Office/ Administration
	MCFM Residents (1 st year, 2 nd year, 3 rd year)	MCFM Director
	Travelers (providing direct patient care)	Department Manager
	Contracted security guards	Security
Physician	Private practice physicians with SRH privileges	Medical Staff Office
(Green)		
Vendor-Non Clinical	Sales representatives	Materials Management
(Orange)	Insurance brokers or representatives	Materials Management
	Pharmaceutical representatives	Materials Management
	(Note: Never assists with patient care)	
Vendor-Clinical	Sales/company representatives that go into OR,	Materials Management
(Yellow)	cath lab, radiology, etc.	
	(Note: Assists with procedures within specific clinical area)	
Affiliated Staff	CRNA's, 1 st Assistants, NP's, PA's	Medical Staff Office
(Lime Green)	Surgical techs	Operating Room Director
	Physician's office staff needing access to OR	Operating Room Director
Clinical Agency	Consultants to assess patients for nursing	Medical Social Work
(Hot Pink)	homes, Hospice, etc.	
	EMS	Security
	Medical equipment & supplies for patients	Materials Management
	(Parrish Medical, etc.)	
Contractor (Gray)	Contractors (not providing direct patient care)	Department Manager
Clergy (Brown)	Area Ministers	Chaplain's Office
Volunteers (Mauve)	Volunteers	Volunteer Services
Faculty	Faculty – Instructors	Nursing Administration
Student Clinical	Clinical students (Nursing- RN, LPN, Surg Tech)	Nursing Administration
Student Clinical	Clinical students (Respiratory Therapy, Radiology)	Department Director
Student Clinical	Student interns	Department Director

ALL ID BADGE REQUESTS MUST BE SIGNED BY SUPERVISOR OR DEPARTMENT MANAGER**ALL ROCKING HORSE AND TEDDY BEAR SYMBOLS REQUIRE APPROVAL BY SENIOR VP/CNO**

**PLEASE CALL HUMAN RESOURCES AT EXTENSION 4165 FOR ASSISTANCE WITH
ANY QUESTIONS YOU HAVE REGARDING ID BADGES.**