



## HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

**POLICY TITLE: IDENTIFICATION BADGE RENEWAL**

**POLICY NUMBER: 00008**

**REVIEWED & REVISED: 05/01/2012**

**POLICY:**

An identification badge must be displayed to identify an employee as a Hektoen employee, as well as for security purposes in entering certain facilities. The employee identification badge expires yearly and must be renewed. An employee should start the renewal process with Human Resources at least 4 weeks before the expiration of their identification badge in order to obtain renewal in a timely fashion from the John Stroger I.D. department.

**EMPLOYEES AFFECTED:** All HEKTOEN Staff

**PURPOSE:**

To establish guidelines Staff should follow to fulfill their responsibilities of maintaining validate identification badges at all times as required. All badges are issued by the John Stroger Hospital of Cook County Human Resources Department and require an I.D. Badge Renewal Package submitted to John Stroger Hospital of Cook County Human Resources Department by Hektoen Human Resources on the behalf of Staff.

**PROCEDURES:**

**1. I.D. Badge Renewal for Staff employed longer than a year, without Patient Contact**

You must contact Hektoen Human Resources to get the required document package. Also, you must have a PPD and drug tests done yearly. When the completed documentation and the test results have been received, an ID Badge Package will be prepared and submitted on behalf of Staff.

**2. I.D. Badge Renewal for Staff employed longer than a year with Patient Contact Duties and Exposure to Blood or Bodily Fluids**

You must contact Hektoen Human Resources to get the required document package. You must have a PPD and drug tests along with finger print background check which are done yearly. When the completed documentation and test results have been received, an ID Badge Package will be prepared and submitted on behalf of Staff.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATOR