

**VIRGINIA MASON MEDICAL CENTER
ID Badge Policies**

Temporary/Vendor/Visitor/Volunteer

A non-employee badge is issued to temporaries, vendors, visitors and volunteers.

The ID badge:

1. Provides picture identification to maintain a secure environment for our patients and employees.
2. Allows designated non-employees access to the buildings after hours.

Your ID badge should be handled with the same care as your driver's license, credit card, and other forms of identification. Once a VMMC ID badge is issued to you, you are responsible for its use at all times.

The following policies and procedures are to be followed by all non-employee ID badge holders:

1. Your ID badge must be worn with photo and name visible at all times while on VMMC premises. It is each person's responsibility to wear his/her ID badge while working on VMMC premises and to use it properly.
2. For security and protection, the ID badge should only be used by the person/company to whom it is issued. Never loan nor give your badge to anyone.
3. The badge is Virginia Mason Medical Center property; therefore, attaching pins, defacing or altering the badge is against policy. When your contract/service ends with Virginia Mason Medical Center, you must return your ID badge to your VMMC contact person or Human Resources Representative on your last day of service.
4. **You are responsible for the replacement of a lost or stolen ID badge;** you should report missing ID's to Security immediately. Replacement badges can be obtained in Human Resources.

In signing this form below, you agree to abide by the above information.

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Print Name (first and last)		Signature		Date	
<hr/>		<hr/>		<hr/>	
Company Name		Company Supervisor		Company Supervisor Phone #	
<hr/>		<hr/>		<hr/>	
VM Contact - Mgr/Supervisor Signature		VM Department		VM Mgr/Supv Phone Number	
<hr/>		<hr/>		<hr/>	
<input type="checkbox"/> Temporary Expiration Date: _____	<input type="checkbox"/> Vendor Expiration Date: _____	<input type="checkbox"/> Visitor Expiration Date: _____	<input type="checkbox"/> Volunteer		

Office Use Only

Date Processed	ID Number Assigned	Card # Issued	Replacement (yes/no)	HR Initials

Comments: _____