



EMPLOYEE IDENTIFICATION PROGRAM

POLICY STATEMENT

The Employee Identification Program provides a means of identification to patients, visitors, physicians, and co-workers that you are a part of our medical team. Depending on the requirements of your position, it also provides access to computer-stored information, as well as computerized facilities, while insuring confidentiality and security. Computerized information is to be treated with the same confidentiality that you would any printed information about the patient, employee or other hospital data. Your employee identification is your "key" to gain access to computerized data. Additionally, it will certify that the holder is a member of the medical center staff and should be allowed to proceed to the medical center in case of emergency or disaster.

Each District employee will:

- Consider their identification to be part of their dress code and display it appropriately while on duty.
- Use only their identification and not share or borrow.
- Replace their identification at a nominal cost if it is lost, defaced or damaged.
- Refrain from decorating or altering their identification.
- Return their identification to the Personnel Office upon leaving the employment of the District.

I have read and understand the North Broward Hospital District's policy for use of my identification badge.

Signature

Date