**Obtaining a Badge**

Badges are to be worn at all times while on duty and must be worn facing forward at or above the waist with the photo, name, and department clearly visible.

There are many uses for the ID badge, it allows you to: access into the hospital and the various work areas as well as the parking lots, obtain scrubs from the scrub machines, make purchases in the cafeteria (physicians are given a $10.00 daily meal stipend), and access the Health Science Library after hours.

**New Badge**

Once the online orientation has been completed you will be able to obtain an identification badge. Please go to the Medical Staff Services Department, located on the 1st floor of the Wingate Building between 7:00AM and 3:330PM to obtain a badge form. For questions you can call the office at 626-397-3776.

Please note that in order to be obtain the badge form, you must present your driver’s license, passport, military or government issued identification, so that your identity can be validated. (TJC Standard MS 4.10).

Badges are issued in the Security Office, located on the 1st floor of the Valentine Building, between 8:00AM and 4:30PM. If you need to get your badge during off hours you may contact the Security Office at 626-397-5282 to see if someone is available to issue a badge.

**Replacement Badge**

If your ID badge is lost or stolen, please go to the Security Office for a replacement as soon as possible.

There are many uses for the ID badge, such as gaining access to work areas, parking, accessing the scrub machines, and making purchases at the cafeteria. It is very important to report when your badge is missing so that Security can inactivate the badge. In addition, it is important to notify the Medical Staff Office that you have a new badge in order to have the meal stipend and other access switched over to the new badge (due to the different systems utilized it is not done automatically when the badge is issued by security).