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References:

Visitor Badges

SCOPE:

This policy applies to the main hospital areas at Desert Regional Medical Center (DRMC).

PURPOSE:

To help provide a safe and secure environment for patients, visitors and employees.

DEFINITIONS:

Visitor Badges = identification for tracking of all visitors

POLICY:

Desert Regional Medical Center (DRMC) will issue a visitor badge to all visitors 24/7.

PROCEDURE:

- A. All visitors to the hospital who remain within hospital or wish to enter hospital must obtain a visitor badge.
- B. Visitor badges:
 1. General areas - Green
 2. Labor & Delivery/Pediatrics - Pink
 3. Emergency Department - Orange
 4. Vendors - Yellow
- C. During evenings for locked units, the security Officer or designee shall get permission from the nursing station on the floor to be visited and will provide the visitor with a badge.
- D. Each badge issued shall contain the current date, visitor location of visitation.
- E. Security Officer will ensure visitor badge is worn in a conspicuous location.
- F. The visitor will log their name and location to be visited in visitor log.
- G. Security Officers will check any visitor found in the hospital without a badge. Employees are to address anyone without a badge as well.
- H. Visitors found without a badge shall be instructed to return to the front lobby for issuance. Those that

refuse to cooperate shall be escorted off campus.

All revision dates:

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Attachments:

[Badges](#)

Approval Signatures

Step Description	Approver	Date
Governing Board	Chief Executive Officer Assistant [PD]	6/28/2017
Document Control Committee	Clinical Quality Improvement Director [PD]	6/28/2017