



UMH Badging Process for Agency Healthcare Workers Frequently Asked Questions (FAQ's)

Updated: April 9, 2009

Why do I need a MedStar Badge?

The MedStar Health Badge will be the primary method for accounting for your time worked at any MedStar entity. Properly accounting for your time via the badging process will have a direct impact on your compensation as an agency healthcare worker at Union Memorial Hospital and other MedStar locations. Adhering to the badging process is your responsibility as a healthcare worker at any MedStar entity.

The MedStar Health Badge will allow you to use the badging stations at a MedStar facility and will replace the paper Timeslips after the testing phase. The badge will be provided to you at the first MedStar facility you work at but will allow you to work at other MedStar locations with the same badge. You will be notified of the date for each MedStar location you work when the badging process will be required and when they will no longer sign a paper Timeslip for hours worked. The MedStar Health Badge does not provide special access to restricted units at Union Memorial Hospital - the MedStar Health Badge is solely a means of timekeeping for agency healthcare workers.

At Union Memorial, the badging process will begin April 12, 2009. Timeslips will be used during the testing phase, so you will be required to badge in and out using the badging stations and also complete a Timeslip during this time.

At Union Memorial starting May 10, 2009, Timeslips will no longer be accepted and your time will be recorded using the badging stations.

How do I obtain a MedStar Badge?

If you are currently working at Union Memorial, Nursefinders should have provided you a completed Badge Security Form and instructed you to go to the UMH Security Office to obtain your badge. If you have not done so at this time, you must contact your agency or Nursefinders to complete this process prior to March 29, 2009.

If you are new to Union Memorial, you will be provided a completed Badge Security Form as part of your orientation and taken to the UMH Security Office to obtain your badge.



What happens if I forget my MedStar Badge?

The MedStar Badge is part of the uniform requirements for Union Memorial. If you forget your badge, you will be permitted one exception shift. Nursefinders will track this information and report the exception shift to your Agency.

If you forget your badge a second time, you will be asked to go and get it and will only be paid for actual time worked when you return with your MedStar Badge. Remember: The MedStar Health Badge will be a part of the required uniform for all agency healthcare workers effective April 12, 2009.

What happens if I lose my MedStar Badge?

The MedStar Badge is part of the uniform requirements for Union Memorial. If you lose your badge, you will be permitted one exception shift. Nursefinders will track this information and report the exception shift to your Agency.

If you are unable to locate your badge, you will be required to go to the UMH Security Office during their office hours (Monday through Friday, 7:30AM to 4:30 PM) and obtain a replacement badge. There is a \$25.00 fee for a replacement badge that will be required before a new badge will be issued. You will not be permitted to work any additional shifts without the MedStar Badge.

Remember: The MedStar Health Badge will be a part of the required uniform for all agency healthcare workers effective April 12, 2009.

Why do I have to use the badging system and a time sheet?

As part of the implementation process, we want to be certain that you are paid appropriately for time worked. In order to test the badging process, we will have both badging and Timeslips for two pay periods to be sure that we have designed the most effective, efficient process possible.

At Union Memorial, starting May 10, 2009 paper Timeslips will no longer be accepted and the badging process will be the only method of accounting for time worked.



What happens if I forget to badge in or out with my MedStar Badge?

As part of your training on how to use the badging station, you will be provided a sample form for your use and reference when you have made an error using the badging process. The exception form will require a Manager or Department Lead's approval and will not be accepted without Manager or Department Lead approval. Exceptions to time keeping information shown in the badging system will not be processed without the completed form. Union Memorial Hospital and Nursefinders are confident that the badging process will be as simple as the Timeslip process is now. Ultimately, effectively utilizing the badging process is your responsibility as an agency healthcare worker at Union Memorial Hospital.

What happens if I change units during my shift?

As part of your training on how to use the badging station, you will receive instructions on how to badge out of one unit/department and how to badge into another. As part of your training on how to use the badging station, you will be provided a sample form for your use and reference when you have made an error using the badging process. The exception form will require a Manager or Department Lead's approval and will not be accepted without Manager or Department Lead approval. Exceptions to time keeping information shown in the badging system will not be processed without the completed form. Union Memorial Hospital and Nursefinders are confident that the badging process will be as simple as the Timeslip process is now. Ultimately, effectively utilizing the badging process is your responsibility as an agency healthcare worker at Union Memorial Hospital.

Who do I advise that I've lost my MedStar Badge? How do I get another badge?

You should notify your agency and Nursefinders when you are certain that you have lost your MedStar Badge. Nursefinders will advise the UMH Security Office and they will deactivate the lost badge.

You will have to go to the UMH Security Office to obtain a new MedStar Badge. A replacement fee of \$25.00 will be charged to you and will be required before the Officer will provide you a new badge. The UMH Security Office is open to provide replacement badges Monday through Friday, 7:30AM to 4:30 PM.

What if I badge in early with my MedStar Badge?

You can use the badging station as soon as you receive your unit/department assignment. However, you will only be paid from the actual start of the shift for which you were assigned.

For example: You arrive at UMH Nursing Services Office at 6:45AM for a 7:00AM assignment. You are assigned to 9W. You may badge in at the badging station outside of the Nursing Services Office or on 9W; you badge in at 6:55AM. Your time will reflect that the start of your shift was 7:00AM.



What if I badge in late with my MedStar Badge?

It is very important that you notify your agency and Nursefinders if you are going to be late for any reason. If you report late to the Nursing Services Office and have not told anyone that you will be late, you may be canceled if a replacement was identified to cover your shift when you failed to report.

If you are late: Call your Agency and the UMH Staffing Office (410-554-2099). When you arrive, you can use the badging station as soon as you receive your unit/department assignment. When you are late, you will only be paid from time you actually badged in for the shift you were assigned.

For example: You arrive at UMH Nursing Services Office at 7:15AM for a 7:00AM assignment. You are assigned to 9W. You may badge in at the badging station outside of the Nursing Services Office or on 9W; you badge in at 7:20AM. Your time will reflect that the start of your shift was 7:20AM.

What if the MedStar Badge reader doesn't work?

If you are trying to badge in or out at a particular badging station that does not work and you are unable to locate another station timely, you will need to complete the exception form and have the Manager/Department Lead authorize the exception to the time reported by the badging system. This process will be covered during your training on the use of the badging stations.

Does my MedStar Badge let me get into the unit/department I am assigned to or provide any special access to restricted areas?

When you report to Union Memorial for your assignment, you will go to the Nursing Services Office. There, a Staff Member or the ADON will provide you with your unit assignment. If that assignment requires special access to a restricted area, you will receive a Unit Badge for Special Access to be used during your shift. The Unit Badge for Special Access to units based on your assignment is an additional badge that does not link to the time keeping process for agency healthcare workers at Union Memorial Hospital. Should your unit require special access, you will be responsible for appropriately obtaining, utilizing and returning your Unit Badge for Special Access in addition to your MedStar Badge.

You will be required to turn in the Unit Badge for Special Access at the end of your shift; failure to turn in the Unit Badge for Special Access may result in you not being permitted to work additional shifts until the badge is returned.



What happens if I forget to turn in the Unit Badge for Special Access?

You will be required to turn in the Unit Badge for Special Access at the end of your shift; failure to turn in the Unit Badge for Special Access may result in you not being permitted to work additional shifts until the badge is returned. Any badge that is not returned correctly at the end of a shift will be deactivated to prevent further access to a restricted area.

What happens when I no longer have my paper time sheet? How will my agency know what to pay me?

Your Agency will be provided an electronic timecard for any shift you work by Nursefinders. They will send the electronic timecards to your company every morning for shifts worked the previous day.

If you have any questions about payment to your for any hours worked at UMH, you are encouraged to speak with your Agency.