UCH ID Badge Scheduling Instruction

Program Coordinator Instructions

For Interns

The GME office will schedule UCH badging appointment for all Interns. Dates and times of appointments will be included in the orientation week schedules provided to all programs by the GME Admin Assistant.

For New PGY2s and Above

PC to send an excel spreadsheet (see template) of new residents who will be rotating through UCH to MetroDenverBadging@uchealth.org in order for them to check that they have received forms and secured access privileges before the resident comes to have photo taken. Lists must be received at least 2 weeks prior to the first scheduled appointment for badging of your students, but sooner is preferred. All residents/fellows will automatically receive parking, scrubs and basic door access. The PC must submit online requests for access to secured areas (ED, OR, etc.) online using the instructions on page 2 of this document, if you have a large program send a list to the Badging mailbox with access needed.

Please schedule your groups as soon as possible by e-mailing the UCHealth Badging office MetroDenverBadging@uchealth.org. Groups will be scheduled at the Anschutz Medical Campus UCHAccess Control Office (Badging Office).

Residents are not to contact UCH Badging- They must go through their Program Coordinator.

Each PC must assign participants to a group and a time slot for this particular group (i.e., Cardiology, Group of 9, 1:00-1:30). Please note if a resident shows up at the appointment and no paperwork has been received on him/her, UCH will not process this person during this time frame. The coordinator may then schedule a time to get the badge at a later date. This minimizes the time people must wait in line. For all groups, it is ideal to have the group take photos and then have the PC return a day or two later to pick up the badges for distribution. This eliminates a lot of time waiting for your residents.

Anschutz Medical Campus UCH Access Control Office (Badging Office) is located in the Leprino Parking Structure, 12501 E 17th Avenue, 1st Floor, behind stairwell next to Jimmy Johns. The phone number is 720-848-8356. The Badging Office is opened weekdays from 7:30am-3:00pm and closed on weekends and Holidays.

Advised hours for badging photos will go from Tuesday-Friday 07:30-11:30am and 12pm-2pm.
To log in to the UCH Badging System you need to get Citrix Receiver if you do not have this installed already. It is free to install. You will need UCD Credentials to log on.

1. Install Citrix (must use Internet Explorer)
   
   2 Options:
   a. Go to home page button on computer → Search for Software Center → Click on Citrix Receiver 4.5 and install
   b. Go to Citrix.com → Downloads → Citrix Receiver and install
2. Run Citrix Receiver
3. Put in credentials
   a. Put in your e-mail address with @uchealth.org instead of @ucdenver.edu
   b. When the next screen appears put in your UCD credentials
4. Go to Apps on the top bar
5. Search All Apps for IDAccess
6. Click on ID Access and this will take you to the badging form.

Please contact Allison Glover with questions.