UCH ID Badge Scheduling Instruction

Program Coordinators Step by Step

For New Interns and PGY 2’s and above:

1. PC to access form at UCH ID Form. Submit completed form and wait for reply. If accepted by UCH, PC will get back a confirmation. If not accepted, PC should print out the completed form for each resident and send hard copy of completed forms to Amanda Bender at the UCH Access/Badging, Campus Box A 073 or email UCH-IDAccess@uchealth.org.

2. PC to send Amanda Bender a list of residents who will be rotating through UCH in order for her to check that she has received forms and secured access privileges before the resident comes to have picture taken.

Please schedule your groups as soon as possible by calling Amanda Bender at 720-848-8356 or emailing her at Amanda.Bender@uchealth.org. Groups will be scheduled at the Anschutz Medical Campus UCH Access Control Office (Badging Office).

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, we 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.

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 closed on weekends and Holidays.

If participants miss their appointments, please call the UCH-ID Access Control Office at 720-848-8356 as soon as possible to reschedule.