

Badging Instructions

*The GME office will schedule the CU ID group badging appointment(s) for all **INTERNS**. Program Coordinator's (PCs) are responsible for scheduling CU ID group badging appointment(s) for all **PGY2s AND ABOVE**.*

- 1) The Program Coordinator will provide required badging information for all new Residents on the Badging spreadsheet to the GME office, which will be provided as part of the larger New List spreadsheet (formerly "NCE List"). See ***GME Badging Spreadsheet Instructions*** below for additional information regarding how to fill out the badging spreadsheet.
- 2) Once the PC has returned this completed Badging spreadsheet to GME, GME will send it to the Security and Badging Office (SBO) for processing (this is in lieu of individual badging forms for each Resident, which were required in previous years).
- 3) PC then schedules a group badging appointment for all **PGY2s and ABOVE**. Badging appointments can be scheduled by contacting the SBO office directly at (303) 724-0399 or security.badgeoffice@ucdenver.edu. When scheduling the appointment, the PC will need to provide number of Residents that will be participating in the badging appointment, program name and PC name/contact number.

PCs MUST CALL THE SBO TO SCHEDULE GROUP BADGING APPOINTMENTS AT LEAST 6 WEEKS IN ADVANCE OF THE DESIRED APPOINTMENT DATE(S).

- 4) Once the PC has scheduled group badging appointment(s), they must inform all participating Residents of the following:
 - Appointment time and location
 - That they must bring either a U.S. State issued driver's license, State I.D., Passport and Military I.D. to the badging appointment, Please remember that we cannot accept photo identification that is not accepted for federal identification purposes. This identification must have the same name listed as the one provided to the GME Office.
 - That they must be on time for their appointment. If they miss the group badging appointment, the SBO cannot guarantee that they will be issued a badge before the beginning of their program.
- 5) Per a change in the SBO's policy, GME has permission to grant after-hours access to AO1 for Residents or Fellows. If your Resident or Fellow needs special access to specific buildings on the AMC campus, you will need to contact the department approver for that building and have them email the SBO directly in order to have that access added to your Resident/Fellow's badge. This can be done before or after the Resident/Fellow's badging appointment. Since access is granted electronically, the Resident/Fellow will not need to physically return to the SBO if they already have their badge. If you do not know who your department approver is please contact the SBO.

GME BADGING SPREADSHEET INSTRUCTIONS

- **All Data** must be entered on the spreadsheet in **UPPER CASE** (spreadsheet is set up to do this automatically)
- All information provided on this spreadsheet will appear on the Resident's badge as-is, so please read the instructions below carefully

SPREADSHEET FIELDS

- Dept./Program – List GME PROGRAM in **ALL CAPITAL LETTERS**
- School – List SCHOOL in **ALL CAPITAL LETTERS**
 - COLO SCHOOL OF PUBLIC HEALTH
 - SCHOOL OF DENTAL MEDICINE
 - SCHOOL OF MEDICINE
 - SCHOOL OF PHARMACY
- Last Name - As appears in HCM and accompanying ID
- First Name - As appears in HCM and accompanying ID
- Middle Initial - No period after the letter
- Employee ID# - Must consist of only the digits, no dashes or slashes
- CREDENTIALS – i.e. MD, DO, etc.
- Title – Must use one of the following
 - GME RESIDENT – PHYSICIAN ○
GME FELLOW – PHYSICIAN
 - GME INSTRUCTOR – FELLOW
 - GME RESIDENT
- Start Date – This determines when the Resident's badge will be activated and must be entered in the following format: mm/dd/yyyy 06:00
- End Date – This determines when the Resident's badge will be deactivated and must be entered in the following format: mm/dd/yyyy 23:59
- Check either 'ZERO' clearance, if no access is needed, OR check L15 01 EXT DRS for Academic Office One Building.