

# BADGE PICKUP

## Current instructions and pickup locations

**ID Badges for Patient Care Associates (PCAs), Nurses, and Psychiatric Care Technicians (PCTs) will be distributed during New Employee Orientation at Ackerman Road.** <sup>1</sup>

**All other ID Badge distribution takes place on New Employee Orientation days only. If Monday is a holiday, badges will be available on Tuesday.**

**Where:** University Hospital / Doan Hall. A table is set up directly in front of Huntington Bank. <sup>2</sup>

**When:** Between the hours of 11:30 a.m. and 2:00 p.m. on New Employee Orientation days. <sup>3</sup>

**Who:** Preferably the new hire manager or their designee. New employees may pick up their badges with some form of government-issued identification.

1. **Internal candidates/transfers** need to pick up their badges at ID Processing. Their old badge needs to be turned in before they are issued a new one.
2. **East Hospital** badges are delivered to East Hospital on the morning of New Employee Orientation and may be picked up in the East Administration Office.
3. Badges not retrieved by 2:00 p.m. on New Employee Orientation days will be returned to ID Processing.

### **ID Processing: Rhodes Hall, suite 128B. 614-293-4452**

Managers, designees, or employees can pick up badges at ID Processing during the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. No appointment is necessary. Managers or designees must present their medical center ID badge at the time of pick up. If an employee is picking up their own badge, they must present some form of government-issued identification.

### **Other FAQs**

**How can I make alternative pick up arrangements for my employee's badge?**  
Call the HR representative at 614-293-8516.

### **Is the process for Ecolab badges different?**

Ecolab devices are handed out to those who need them during the new hire badge pick up process. Managers who have questions about the Ecolab badges please e-mail [handhygiene@osumc.edu](mailto:handhygiene@osumc.edu)