

RRUCLA Medical Center
Photo ID Application Form for Incoming House Staff
June/July 2015

Please complete this form and return to UCLA GME Office, with your other materials.

PLEASE PRINT.

Badge Face Design:

Medical Center / Resnick Neuropsychiatric Hospital

Reason for ID (mark one):

New Employee Renewal Dept. Transfer Change in Title

Damaged (\$7.50 fee) Lost/Stolen (\$23.50 fee)

Appointment Type

Faculty Staff Student Affiliate

Employee Name

University 9-digit ID (office use only)

Resident Physician or Fellow Physician
Title **(PLEASE CIRCLE APPLICABLE)**

Department

 M.D. PhD DDS D.O.
Professional License/Degree **(PLEASE CIRCLE APPLICABLE)**

Physician Privileges (e.g. credentialed at WW, SM, NPH)

Facility Access Designator/Color Border:

Red (Administrator, Department Head, Physician, Professor)

ACCESS PRIVILEGES:

Does Employee require ID badge access into CHS after hours and weekends? YES

Does Employee require ID badge proximity key card access for Reagan? YES

If Yes, please provide access profile(s):

Note: All employees receive a default basic access profile that includes hallways, stairwells, and elevators.

E.D.

Clinical & support staff (e.g. ICUs)

OR locker rooms

On-Call rooms

Approved by

Sharina Kumar
Print Name

Signature

x58307
Phone

Date

Applicant:

If this portion of the document is not signed, no ID card will be produced for you.

BruinCard Terms and Conditions:

I have read and I accept the BruinCard Terms and Conditions on the back of this form, which includes sections regarding use of the card, cardholder account rules, error resolution, lost/stolen cards, unauthorized use of the card and other related University policies.

Print Name

Signature

Date

Proximity ID Badge/Key Card Terms and Conditions:

This card is to be returned to the issuing department upon termination of employment.

- (1) Report the loss or theft of this card to the issuing department and the Security Department (x77100).
- (2) The Security Department reserves the right to delete or restrict your access for repeated and /or serious system violations.

The card holders' signature indicates acceptance and compliance with these terms of use.

IMPROTANT: For renewals, changes in title, or damaged cards - the old ID badge/BruinCard must be surrendered before the a new ID badge will be issued.

Lost /Stolen and Damaged Processing Directions:

- (1) Take this form to the RRUCLA Medical Center main Cashier's Office, pay applicable fees, and retain the RRUCLA Medical Center Cash Receipt" as proof of payment.
- (2) Bring this form and the Cash receipt tp the Photo ID Office (B8-153 CHS) to obtain a new ID.
- (3) Bring a valid picture ID i.e. driver's license, passport, etc. If the ID card has been damaged you must bring the damaged card and turn it in at the Security Office (B8-153 CHS).

Note: Lost/Stolen and Damaged fees must be paid to the RRUCLA Medical Center Main's Cashier's Office before a new ID badge will be generated.