**Policy**

# For the purpose of assigning a Personal ID Badge bar code to designated nursing staff in the MatrixCare system, up to two employees at each facility will serve as Designated Security Administrator.

# **Guidelines**

1. The Designated Security Administrator will be responsible for maintaining, under lock and key, the personal ID badges with unique bar codes.
2. The Designated Security Administrator will be responsible for scanning the unique bar code into nurse’s accounts in the MatrixCare system.