**Policy**

# It is facility policy to provide medications as ordered by physicians, physician assistants, or nurse practitioners. When entering, editing or discontinuing medication orders, two forms of “Positive Identification,” will be required. The facility will obtain the required protected information and maintain the Personal ID Badge Log with every nurse’s Positive Identification Information.

# **Guidelines**

1. In order to access the MatrixCare system, nurses must have two forms of positive identification. Ohio Living has adopted the following protocols as Positive ID: 1) Unique, personal username and password 2) Personal ID badge with unique bar code.
2. When entering, editing, or discontinuing, medication order(s) in the MatrixCare system, the nurse MUST be able to:
   1. Log-Into the System Domain using their unique personal username and password.
   2. Log into the MatrixCare system using their unique personal username and password.
   3. Utilize their personal ID badge with unique bar code at the time prompted.
3. Any nurse that cannot meet the above access requirements will not be permitted to use MatrixCare for entering, editing, or discontinuing medication orders. The ability to maintain these personal and protected performance tools is the responsibility of the nurse.
4. The nurse shall not share, communicate, or reveal in any form, their unique personal username and password or personal ID badge information. Any confirmed violation of sharing or communicating individually assigned personal security features can and will result in disciplinary action.
5. Nurses must maintain possession and privacy of their personal ID badge at all times. The nurse must immediately report any lost badges or other potential security breach. Evidence of tampering, disabling, or altering the function of the personal ID badge is a violation of Ohio Living Policy and may result in disciplinary action up to and including termination.
6. Working under borrowed/shared usernames, passwords and personal ID badges is strictly prohibited and subject to disciplinary action up to and including termination.
7. Each nursing facility will update and maintain the Bar Code Label Badge Log for their facility.
8. The **facility will never re-issue** a previously issued personal ID badge under any circumstance. Once issued and discontinued the personal ID badge must be destroyed by placing it in a shred bin.

**Procedure: Obtaining a Personal ID Badge**

**Current MatrixCare User:**

Nurses that are currently utilizing the MatrixCare system and have a current Domain log-in and password will have a personal ID badge with a unique bar code assigned to them. The facility Bar Code Label Badge Log will have been created on the H drive at each facility by the IT Department and the following information documented:

1. Name of Nurse
2. Credentials
3. Bar Code Label Number
4. Date of Issue (activation)

**New MatrixCare User**

1. When a nurse is hired Human Resources is responsible for submitting the Ohio Living Computer User Set-up Request Form to the IT Service Desk requesting Domain and MatrixCare access.
2. Information that must be sent to the IT Service Desk to obtain Domain and MatrixCare access includes:
3. First and last name, including middle initial
4. Credentials
5. Job title
6. Once the new nurse has obtained a Domain and MatrixCare log-in and password a personal ID badge with unique bar code will be assigned to them. The MatrixCare Positive ID Designated Security Administrator will scan the bar code into MatrixCare and add the information on the Bar Code Label Log (in the appropriate line of the specific bar code number):
   1. Date Assigned
   2. Name and Credentials of Nurse
   3. MatrixCare Positive ID Designated Security Administrator

In the event of a missing or lost personal ID badge during business hours (for the facility Human Resources department), the nurse must report to the HR department to be issued a new one.

1. MatrixCare Positive ID Designated Security Administrator will issue a new personal ID badge with unique bar code.
2. The missing or lost personal ID badge bar code number will be noted as Discontinued on the Bar Code Label Log.
3. The new bar code will be scanned into MatrixCare and the Bar Code Label Log will be updated (in the appropriate line of the specific bar code number):
   1. Date new bar code assigned
   2. Name and credentials of nurse
   3. MatrixCare Positive ID Designated Security Administrator

**Note**: This same process will be followed for any nurse name or credential change in MatrixCare once the IT Service Desk has made the change.

**Procedure: Discontinuation of a Personal ID Badge:**

1. The IT Department will be made aware of nurse terminations on a daily basis via an ADP Termination report in order to inactivate the account and discontinue the personal ID badge with unique bar code.
2. IT will note on the Bar Code Label Badge Log, the date of the discontinuation next to the involved nurse’s name.
3. In no instance or situation are the facility and/or IT staff authorized to assign a previously issued personal ID Badge with unique bar code to any nurse.
4. Once a personal ID badge is discontinued for any reason(s) it must be destroyed properly by the facility.
5. Missing or lost personal ID badges will be discontinued and if located will be returned to the facility for proper destruction.
6. A missing or lost personal ID badge will continue to be the responsibility of the assigned nurse.

**Assignment of Nursing Personal ID Badges After Hours:**

1. Nurses must have their assigned personal ID badge for work at all times. The nurse will be unable to perform his/her duties without their personal ID badge.
2. The facility will be supplied with personal ID badges with unique bar codes for emergency use. These badges will be kept locked in one of the narcotic drawers.
3. In the event of an emergency need i.e., missing or lost personal ID badge after hours, the nurse will contact the IT Support line (614-888-7802) and request to have one of the emergency use badges activated.
4. The nurse will provide the IT person with the information (emergency use badge number) on the badge.
5. The IT person will access the facility Bar Code Label Badge Log in order to obtain the unique bar code number of the emergency use badge the nurse is going to be assigned. The unique bar code number will be registered in the MatrixCare account for the nurse and the facility Bar Code Label Badge Log will be updated including noting the inactivation of the previously issued badge.
6. Once a personal ID badge has been assigned to any nurse, the nurse keeps that badge. No Badge, once assigned, is reissued.

**Record Keeping**

1. The Bar Code Label Badge Log will be maintained and not deleted or destroyed.
2. The Ohio Board of Pharmacy may conduct an audit of the Positive Identification program and documentation at any time.
3. Ohio Living may also conduct audits of the Positive Identification Program.
4. Once the facility has been assigned emergency badges it is their responsibility to ensure the integrity of them.
5. For Quality Assurance the facility will track the number of lost or missing personal ID badges by licensed nurses on the Personal ID Badge Log.

**Supplies**

1. Bar Code Label Badge Log (located on the H drive at each facility).
2. Each facility will receive a stock supply of personal ID badges with unique bar codes for new hires. When that supply is reduced by 50%, they will request additional badges by completing the Additional Personal ID Badge Request Form.
3. “Emergency use” personal ID badges with unique bar codes. These badges will be labeled as Emergency Badge Number X and have the corresponding information on the facility Bar Code Label Badge Log.
4. The emergency use personal ID badges will be stored in a narcotic drawer and the stock supply will be locked in the human resources department.