

UCH ID Badge Scheduling Instructions

Program Coordinator Instructions

For Interns

- Scheduling:
 - The GME office will schedule UCH badging appointments for all Interns. Dates and times of the appointments will be included in the orientation week schedules provided to all programs by the GME Program Assistant.
- Scrub Access:
 - New scrubs machines have been installed by ScrubEx. Once you receive your badge you can register online at <https://ucolorado.registerscrubxchange.com/login>
 - Follow the instructions, you will need the badge number located on the back, bottom right hand corner.



- Secured Access Request:
 - **The PC must submit online requests for access to secured areas for both interns and PGY2s and above (ED, OR, etc.) online using the Citrix instructions on page 2 of this document, if you have a large program more than 20 send a list to the Badging mailbox with access needed.**

For New PGY2s and Above

- Prior to Scheduling Badge Appointments:
 - PC to send an excel spreadsheet (see template) of new residents who will be rotating through UCH to MetroDenverBadging@uchealth.org in order to confirm that they have received forms and secured access privileges before having their photo taken. Lists must be received at least 2 weeks prior to the first scheduled appointment for badging of your students, but sooner is preferred. All residents/fellows will automatically receive parking and basic door access.

- Scheduling:
 - PC to schedule badging appointments at least two weeks prior to the desired appointment date by sending an email to MetroDenverBadging@uchealth.org. The email should include the following information: program name, number of Residents and desired dates and times. Each PC must assign participants to a **group** and a time slot for this particular group (i.e., Cardiology, Group of 9, 1:00-2:00). Groups should be scheduled in one hour time blocks and should include no more than 10-12 people. No Monday's or appointments after 2:00pm please! The badging office will respond to the PC email and confirm dates and times.
 - ***Please note if a resident shows up at the appointment and no paperwork has been received, UCH will not process them.** The coordinator may then schedule a time to get the badge at a later date. This minimizes the time people must wait in line. For all groups, it is ideal to have the group take photos and then have the PC return a day or two later to pick up the badges for distribution. This eliminates a lot of time waiting for your residents.
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***Notes for Intern & PGY2s and Above PC's:**

Residents should not contact UCH Badging directly- They must go through their Program Coordinator.

Anschutz Medical Campus UCH Access Control Office (Badging Office) is located in the Lepirino Parking Structure, 12501 E 17th Avenue, next to Jimmy John's, 1st Floor, go through double doors. The phone

number is 720-848-8356. The Badging Office is opened weekdays starting at 7:30am with last appointment at 2:50pm and closed on weekends and Holidays.

Advised hours for badging photos will go from Tuesday-Friday 07:30-11:30am and 12pm-2pm.

Citrix Instructions

To log in to the UCH Badging System you need to get Citrix Receiver if you do not have this installed already. It is free to install. You will need UCD Credentials to log on.

1. Install Citrix if not already on your computer (must use Internet Explorer)
 - a. <https://www.citrix.com/downloads/citrix-receiver/windows/receiver-for-windows-latest.html>
 - b. Please install Citrix Receiver instead of Citrix Apps
2. After installed, Logon to [UCHealth Apps](#)- switch Domain to University
3. Click on IDAccess
4. A download will begin

ID Access/Badge Request

ID Access/Badge Request

****NOTICE****

Replacement badges will cost \$10 (payroll deductible) for the first occurrence.

Hours of Operation

Leprino Garage
Monday thru Friday – 7:15 a.m. – 3 p.m.
1st Floor (Between credit union and restaurants)
Phone: 720-848-8356

[Click Here For Name Changes](#)

[Click Here For Department/Title Changes](#)

[Click Here For Expired or Soon To Expire Badges](#)

[Click Here For All Other Requests](#)

These areas need access requests:

- ACP 2FL Procedure RMs
 - ACP CIC Lab
 - ACP Clinical Investigations core (CIC)
 - ACP CP-2234 Med Rm
 - AIP 12th Floor VIP Suites
 - BMT Infusion Clinic Med Room
 - Boulder Health Clinic
 - Burn/Trauma ICU
 - Castle Rock Medical Center
 - CeDAR Site
 - Clinical Laboratory (Lab Staff Only)
 - Emergency Department
 - Eye Bank (RMLEI)
 - Eye Clinic (RMLEI)
 - Eye OR (RMLEI)
 - Food Services
 - Information Services – MDF/IDF Rooms
 - Information Services – Storage Tech Rooms
 - IVF (Invitro Fertilization)/Reproductive Medicine
 - Leprino 4th flr Hospital Medicine/Neurology
 - Longs Peak ASC Operating Room
 - Longs Peak Cashier's Office
 - Longs Peak Clinical Lab
 - Longs Peak Emergency Department
 - Longs Peak Gift Shop
 - Longs Peak Hot Lab
 - Longs Peak IT Closets
 - Longs Peak Materials Management
 - Longs Peak Medical Records
 - Longs Peak MRI (Training & Screening Required)
 - Longs Peak Operating Room
 - Longs Peak Pharmacy
 - Longs Peak Women & Infants
 - Material Management (Supply)
 - Operating Room/PACU
 - Pathology Resident RM
 - Peoria Bldg D Suite 136 Marketing and Strategy
 - Peoria Pharmacy
 - Pharmacy
 - Pharmacy Storage
 - Rehab Therapy Office (4th Flr AIP 2)
 - SPD Staff Lounge
 - Spine/Pain/Special Procedures
 - Steele St Medical Center
 - Women & Infants (AIP)
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