

McLeod Health

The Choice for Medical Excellence

NON-EMPLOYEES ID CARD AUTHORIZATION

Social Security #: _____ Birth Date: _____

Legal First Name: _____ MI: _____ Last Name: _____

Preferred First Name: _____ Name Suffix: II III IV
 V JR SR

Gender: M F Ethnicity: Hispanic/Latino Not Hispanic/Latino

Race: 1 White 2 Black/African American 3 Asian 4 American Indian/Alaskan Native 5 Native Hawaiian/Other Pacific Islander

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

County: _____ Telephone Number: _____

School/Sponsoring Organization: _____

TO BE COMPLETED BY MANAGER/SUPERVISOR:

McLeod Health Behavioral Health MRMC MPA Department #: Pastoral Services
 McL-Darlington McL-Dillon MH&F FDTN Home Health

Job Code #: _____

Nonemployee Type: Contract Staff Medical Staff Physician Employed Personnel Board Member
 Volunteer Chaplain Contract Providers Student Instructor Other

Start Date: ____ / ____ / ____ Stop Date: ____ / ____ / ____ Approved Credentials: _____

Print Name Manager/Supervisor: John Schumacher

Manager/Supervisor Approval: _____
Signature (date)

TO BE COMPLETED BY HUMAN RESOURCES:

Applicant #: _____ Employee Number: VISITING CLERGY

Supervisor Code: _____ Department Director: _____

Employee Status: NE

DEPARTMENT	JOB TITLE	JOB CODE NUMBER
As Assigned	As Assigned (Contract Staff)	0011921
Volunteer Services	Volunteer	0011922
Medical Staff	Physician	0011909
Community	Visiting Clergy	0011923
	Contract Consultant	0011924
Physician Employed Personnel	As Assigned	0011925
As Assigned	Board Member	0011926
As Assigned	Clinical Instructor	0011927
As Assigned	Instructor	0011928
Nursing	Student (Nursing)	0011903
Anesthesia	Student	0011904
As Assigned	Student (Physician Assistant)	0011907
As Assigned	Student (Surgical Technology)	0011908
Physical Therapy	Student	0011919
Occupational Therapy	Student	0011911
Physical Therapy	Student (Physical Therapy Assistant)	0011912
Occupational Therapy	Student (Occupational Therapy Assistant)	0011913
Pharmacy	Student	0011914
Radiology	Student (Radiologic Technology)	0011915
Respiratory Care	Student	0011916
Nutrition Services	Student	0011917
Surgical Services	Student (Surgical Residency)	0011918
As Assigned	Health Careers Student	0011929
Area Health Education Center	Student (Medical Technology)	0011932
Area Health Education Center	Student (Medical Laboratory Technology)	0011933
Laboratory	Student (Phlebotomy)	0011934
Assigned	Vendor	
Pastoral Services	Chaplain	

Note- "Job Title" column – the items in the () are not to be included on the name badge. It is shown for informational purposes only.

DIRECTIONS FOR COMPLETING THE NON-EMPLOYEE ID CARD AUTHORIZATION FORM

The Non-Employee ID Card form is divided into three sections:

- the top section is to be completed by the **non-employee** (student, volunteer, chaplain, non-employed physician, etc.)
- the middle section is to be completed by the **manager / supervisor** overseeing the non-employee
- the bottom section is to be completed by **Human Resources**

- Note

- The **entire** form must be completed before the non-employee can receive a badge.
- Please allow two days - after the completed form has been received in HR - before a new badge will be available.
- All applicable job codes are listed above.
- Questions? Call the Human Resources Service Center at 777-2595.