

MedStar Health Badging Process

Step 1

Wave badge in front of small square clear sticker located on the lower half of the badge reader.

Step 2

The prompt "special code" will appear. Enter a special code using the list above the badge reader if applicable and press enter (example: charge, orientation or called-in). If no special code is applicable, press "enter" to by pass.

Step 3

The prompt "cost center" will appear. Enter a cost center (department code) using the list above the badge reader and press enter. Every agency staff worker must enter a cost center code for each badging.

Step 4

The prompt "job class" will appear. Enter an alternate job classification (job code) if applicable and press enter (example: a CNA working as a sitter). If no alternate job code is applicable, press "enter" to by pass.

Step 5

The prompt "hours" will appear. Only enter value "1200" if working a 12 hour night shift. Otherwise, press "enter" to by pass.

Step 6

The prompt "facility" will appear. Enter one of the below "facility" codes to indicate the MedStar facility in which you are working and press enter.

- Union Memorial Hospital- Facility Code **102**
- Franklin Square Hospital- Facility Code **101**
- Harbor Hospital Center- Facility Code **105**
- Good Samaritan Hospital- Facility Code **103**

This will complete your badging process. Agency staff must repeat this process for each in and out punch, **including moving between units during the same shift**. Each in punch must have a matching out punch. If a mistake is made badging in or out, simply start the process again from the beginning. **The MedStar badging process is the responsibility of the agency health care worker at the MedStar facility.** Inappropriately following the badging process may impact compensation for the agency subcontractor.