

Photo Identification Badges

All caregivers employed with Care Plus Home Health Inc. are required to wear an photo identification badge at all times while present at all client cases. A photo for all new applicants will be taken upon completion of application during interview process and issued for placement on client case. **All caregivers previously employed can call the office at 301/740-8870 to arrange for picture to be taken in office or at client's home during supervisory visit.** Please contact our office as soon as you receive this notice to schedule a time to have photo taken.

Lost badges must be reported immediately to Care Plus. A \$25.00 replacement fee will be charged for each replacement badge, paid to Care Plus Home Health Inc.

Badges MUST be worn at all times while working on a client case in home, at facility or hospital, or while assisting with transportation.

Badge location must be above waist and picture visible at all times.

At no time shall an employee wear another person's badge.

Each employee receiving a photo identification badge must sign this acknowledgement of receipt for badge. This form will be filed in the employee's personal file.

An employee who has forgotten the card must call Care Plus immediately upon arrival at client case destination.

Improper use of ID badges will result in discipline, up to and including termination.

This policy is in effect immediately to ensure the safety and oversight for our clients and caregivers.

Please sign below that you have read, understand and agree to abide by this policy and that you have received your photo ID badge from CarePlus. If you have any questions please call our office at 301/740-8870.

Caregiver Name (please print)

Caregiver's signature

Date

Tom Najjar / Director
Care Plus Home Health Inc.