

UCHealth Badge + Parking Access GME Trainees

1. Table of Contents
2. UCHealth Badge Office Locations
3. UCH Badge Layout
4. UCH Parking Access & Map
5. UCH Parking Access & Map
6. UCH Scrubs Registration
7. UCH Badge Troubleshooting Tips
8. Other Helpful Tips & FAQs
9. Other Helpful Tips & FAQs

UCHealth Badging Office Locations

North & Off-Site North	Address & Hours	Phone & Email
Medical Center of the Rockies (MCR)	2500 Rocky Mountain Ave Loveland CO. 80538 0730-1530 (Mon thru Fri)	970-624-1077 Hollie.Bopp@uchealth.org PVHSBadgeAccess@uchealth.org
Poudre Valley Hospital (PVH)	1024 S. Lemay Ave. Suite #H1010 Fort Collins, CO 80524 0730-1530 (Mon thru Fri)	970-495-7808 Eric.Waters@uchealth.org PVHSBadgeAccess@uchealth.org
Greeley Hospital (GH)	6767 W 29th St. Greeley, CO. 80634 1100-1300 (Mon, Wed, & Fri)	970-652-2355 Dustin.Jordan@uchealth.org PVHSBadgeAccess@uchealth.org

Metro & Off-Site Metro	Address & Hours	Phone & Email
Anschutz Campus (UCH) & Off-Site Metro (OSM)	12401 E 17th Ave., Rm #134 Aurora, CO. 80045 0715-1500 (Mon thru Thu) 0715-1200 (Fri) (Closed for break 1200-1300)	720-848-8356 IDaccess@uchealth.org (This is UCHealth's main email for all badge + access needs.)
Highlands Ranch Hospital (HRH)	1500 Park Central Dr. Highlands Ranch, CO. 80129 0700-0900 (Mon & Fri) 1100-1300 (Wed)	720-516-1064 Carlos.Sanchez@uchealth.org HRH-idaccess@uchealth.org
Longs Peak Hospital (LPH)	1750 E Ken Pratt Blvd., Rm #1.603 Longmont, CO. 80504 1100-1300 (Mon, Wed, & Fri)	720-718-1532 Daniel.Cortez@uchealth.org LPH-idaccess@uchealth.org

South & Off-Site South	Address & Hours	Phone & Email
Memorial Admin Center (MAC)	2420 E Pikes Peak Ave. Colorado Springs, CO 80909 0800-1330 and 1415-1530 (Mon) (Closed for break 1330-1415)	719-365-6501 Kimberly.Gates@uchealth.org badge.officeSouth@uchealth.org
Memorial Central Hospital (MCH)	1400 E Boulder St. Colorado Springs, CO. 80909 0800-1330 and 1415-1530 (Tue thru Fri) (Closed for break 1330-1415)	719-365-6501 Kimberly.Gates@uchealth.org badge.officeSouth@uchealth.org
Parkview Medical Center (PMC) Note: New hires/travelers will continue to have their photos taken in the Parkview Employment Office 1102 N. Santa Fe, Ste. 155	Security Office 400 N. 17th St. Pueblo, CO 81003 1100-1300 (Mon, Wed, & Fri)	PMCbadging@uchealth.org

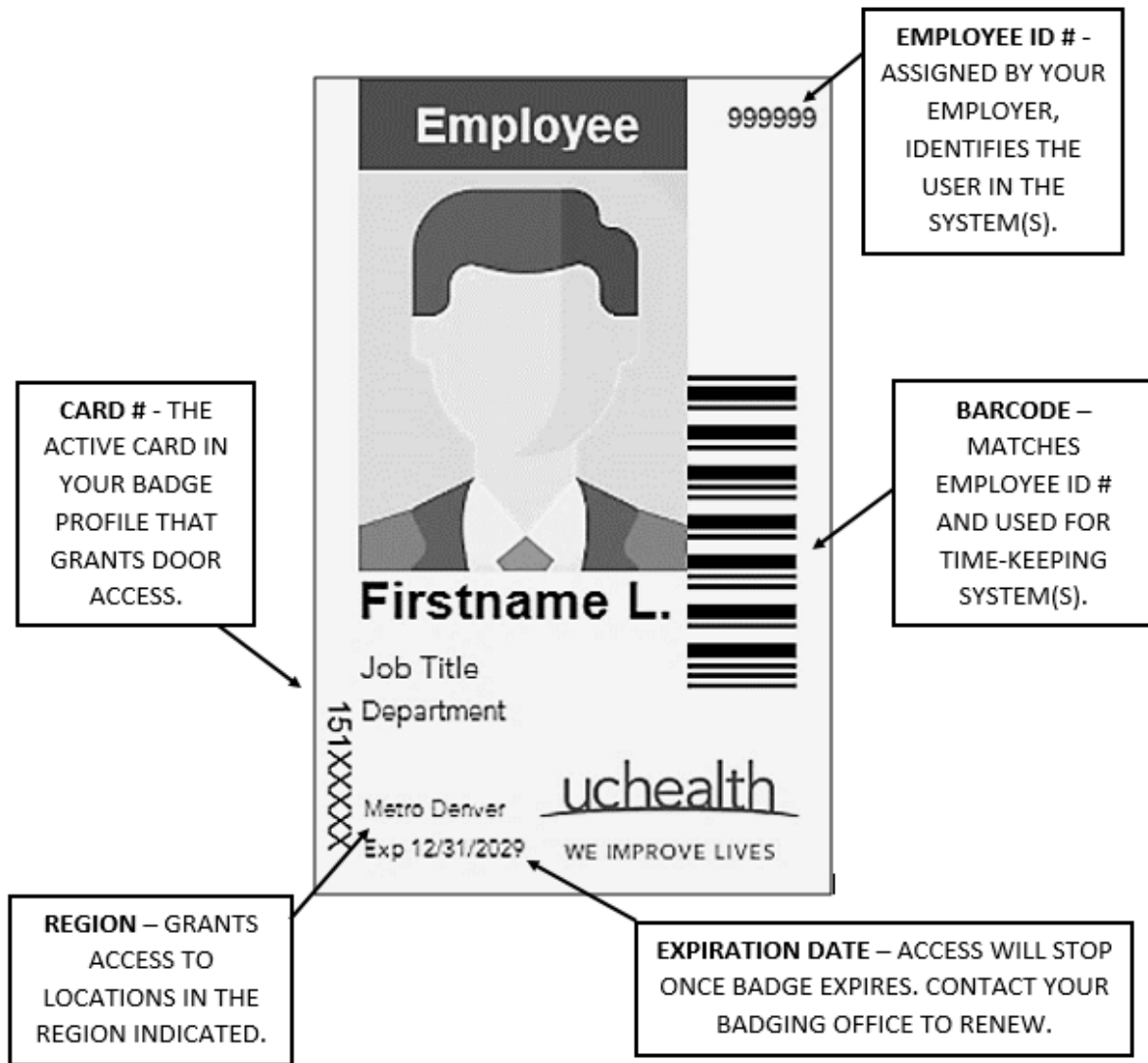
**Offices may close intermittently due to breaks, system maintenance
or department meetings**

Supervisor, (Badging) Office Operations: Barbara.LaRosa@uchealth.org

UCH Badge Layout

Other than my name, title and department, **what's on my badge?**

(Recent badge version as of June 2023)



Did you know?

Badges are electronic chip devices, which are susceptible to damage from environmental and other factors such as extreme heat, extreme cold, magnetic devices, and/or user-caused damage such as cracks, punctures or holes. If the reader does not light up or “beep” after your badge scan, you may need a replacement.

Always bring a valid form of identification with you when you visit the badging offices. **No pictures or copies will be accepted.** Colorado residents may use the digital DMV Colorado ID app. (See Human Resources Identification Policy on The Source)

UCH Parking Access & Map

New GME Trainees in Residency or Fellowship are assigned to Garage 8 at Quentin St. & 17th Ave.
All trainees must register their vehicle(s) using the link or QR code below. Please note:

Failure to register your vehicle or parking in an unassigned garage or lot may result in suspension or removal of your parking privileges by UCH Parking Management.

The UCH Badging Office is not to be confused with the UCH Parking Office. If you have questions regarding hangtags/permit or EV charging, contact the [UCH Parking Management Office](#), located in the UCH Health Anschutz Outpatient Pavilion (AOP) behind the information desk by the glass double doors.

The phone number is 720.848.7880 / UCH-ParkingQuestions-requests@uchealth.org

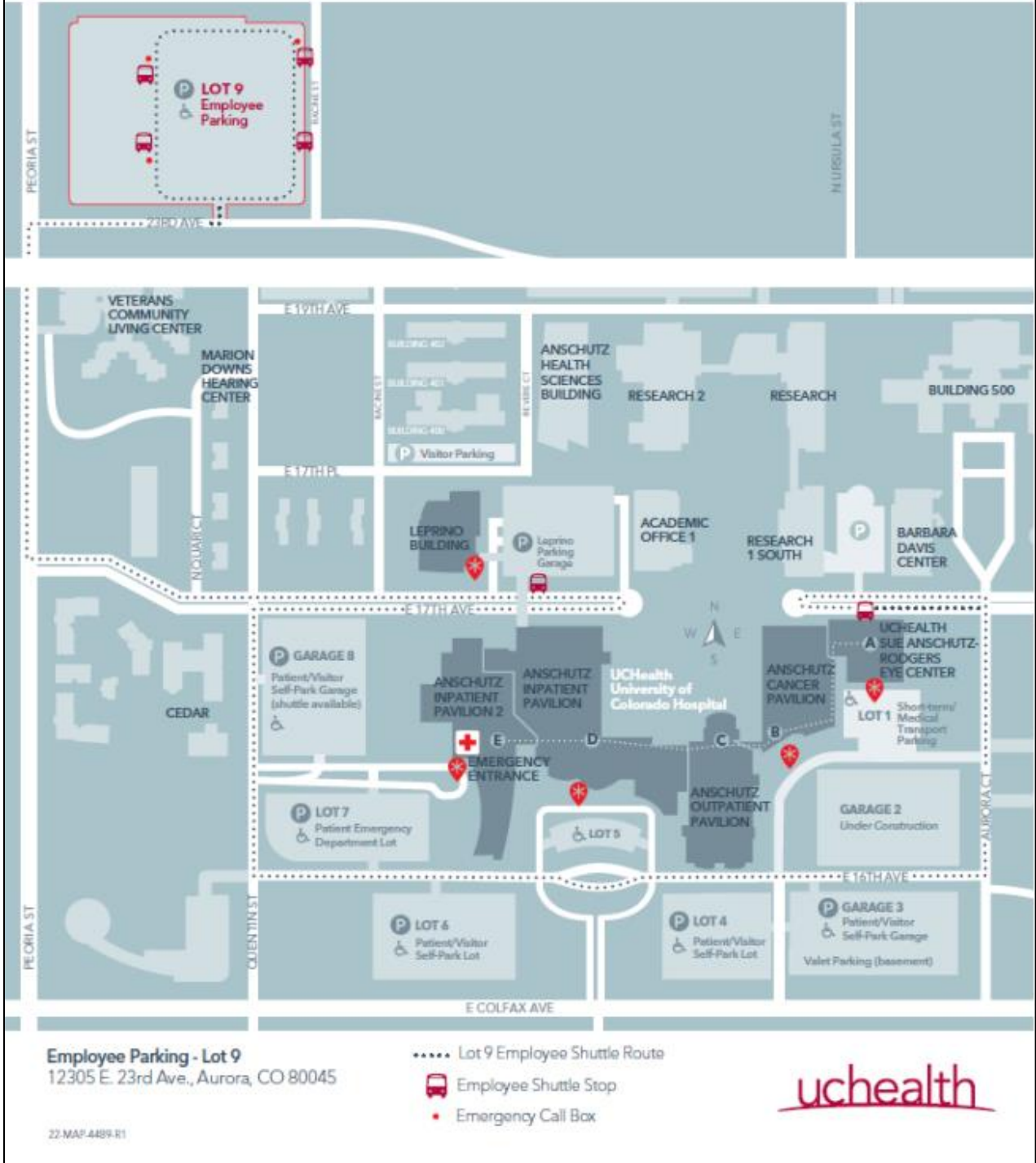
Parking Registration Form: https://ucdenverdata.formstack.com/forms/multihospital_parking_form



UCH Parking Access & Map

UCHealth University of Colorado Hospital - Employee Lot 9

The lot is located north of the CU Anschutz Medical Campus on the northwest corner of Peoria Street and Fitzsimmons Pkwy. The lot entrance is on the north side of 23rd Ave.



UCH Scrubs Registration



Registration **MUST** be done manually for any **new or replacement badges**.
 Scrub access information will not transfer to a new badge automatically.

As of 1/1/26 - The **scrubBank** registration link is:

<https://ucolorado2.ipaclarify.com/auth/signup/machine-user>

or scan the **QR** code below.

Enter the **8-digit** badge number found on the back (barcode-side) of your badge.

	<p>HOW TO USE</p> <p>On the scrubBank Dispenser, scan your badge and select one of the following options:</p> <ol style="list-style-type: none"> 1. <i>Dispense scrub (top and bottom)</i> 2. <i>Dispense jacket</i> 3. <i>Dispense both (can only do this if you have a jacket credit)</i> <p>Align arm with green arrow on top until you hear it click in place – open door once it flashes green</p>
	<p>QUICKLY RETURN SCRUBS</p> <p>On the Receiver, scan your badge and select one of the following options:</p> <ol style="list-style-type: none"> 1. <i>Deposit scrub (top and bottom)</i> 2. <i>Deposit jacket</i>

scrubBank MACHINE LOCATIONS
<p>AIP 2nd Floor Hallway - Inside OR Control Room</p> <p>AIP 3rd Floor Hallway - Near Cath Lab, hallway/tunnel with windows</p> <p>AIP 4th Floor Pharmacy - Inside the Pharmacy; need badge access to enter</p> <p>AIP 4th Floor East Side - Women’s Care Center</p> <p>AOP 2nd Floor Hallway - Near the OR</p>

Anytime Anywhere | Support Services:

For questions or to update your card number
 720.848.8351 Option 2 (EVS & Linen)

Badge Troubleshooting Tips

Loaning or borrowing badges is prohibited. Cardholders must advise the ID Access Badging office within thirty (30) days of changes that impact name, title, or access rights so that the badges and access rights may be updated. Protect your badge from damage caused by exposure to heat, bending, breaking, hole-punching, or puncturing. Keep your badge secured to avoid theft.

New or replacement badges must be handled in-person during normal badging hours. The ServiceNow request ticket # and valid ID are required for each visit to the badging offices.

- ❖ **CHECK THE EXPIRATION DATE.** - Is the badge expired or about to expire? If yes, you must exchange it for a new badge. Expired badges should be accompanied with a newly submitted online badge request to extend access.
- ❖ **REGION OF ISSUE/INTERNAL TRANSFERS** – In which region was your badge printed; Metro Denver, Colorado Springs (SoCo) or Northern Colorado (NoCo)? Check the region above the expiration date to confirm. Metro badges do not work in South or North regions and vice versa. A separate badge is required for each region.
- ❖ **DAMAGED BADGE** - Is the badge bent, warped, cracked, punctured, or broken? Damage to the chip or internal wiring can cause access failure. If so, a replacement is required.
- ❖ **MULTIPLE BADGES** - Are you only scanning your current badge on the reader? Carrying or scanning multiple chipped cards near the reader can cause access cancellation or read errors. Separate your badges and scan only your active UCHHealth badge directly over the reader.
- ❖ **DEMAGNETIZED** – If you scanned your badge and the reader doesn't respond (no beep or light) it may be demagnetized from exposure to magnets, extreme heat, or cold. You'll need to exchange it for a new badge.
- ❖ **APPROVED AREAS-TO-ACCESS** - Do you have approval to access the unit or area? Badging can only activate access once the appropriate clearances are approved in the system. If you lack access, confirm that a new ServiceNow Badge request ticket is submitted and provide the ticket # to your local badging office.
- ❖ **ACCESS REMOVED** – UCHHealth Approvers routinely audit who has access to their areas. If they remove your access, the badging office cannot override their decision. Please contact the Approver if you believe access was removed in error. The badge office only processes approved requests and does not independently add or remove access.
- ❖ **TITLE/DEPARTMENT/NAME UPDATE** – Does your badge list the correct title and department? If not, your access may be suspended until it is updated. You can verify your information in The Source under your team profile or account profile, or by submitting an online badge request noting the change. Once verified, proceed to the badging office for your replacement. Transfers occur at least one payroll period from your new start date.

For questions, contact your regional badge office or submit a ServiceNow request under "Badge" in the Catalog at help.uchealth.org

Other Helpful Tips & FAQs

Anytime Anywhere:

Support Services can be reached at 720.848.8351

1. Room Service
2. EVS/Laundry & Linen (Scrubs Registration)
3. Patient Transport
4. Facilities Management/Cabinet Keys
5. Central Supply
6. Clinical Engineering
7. Security Technician (S-Tech)

UCH Hospital Access:

All issued UCH badges include basic access into hospital buildings. Should you require access to a secured area, please use the online ServiceNow Badge Request form and submit a ticket at

help.uchealth.org

Once approved by the department Owner(s), we add the clearance to your badge profile remotely. (*The Source > search "ID Badge" on the site by Human Resources*)

UCH Key Request & Status:

The badging office is where you pick-up and return keys. If you are curious about the status of your key request or have general key questions, badging is happy to assist you.

- **To request a door key**, please use the online ServiceNow Key Request form. A ticket should be submitted per person requesting a key.
- **To request cabinet keys**, please call Anytime, Anywhere at 720.848.8351 option 4

UCH Security:

UCH Dispatch can be reached at 720.848.7777

UCD Police can be reached at 303.724.4444

Title/Department/Name Changes:

If you recently got promoted, changed positions, marriage status change, or switched departments, you'll need to first notify Human Resources* so that your information is correct in Lawson. About 2 weeks after you complete this task, we will switch out your badge for an updated version at no cost to you.

Replacement Badges:

Your 1st replacement for any reason is free. For additional replacements, a fee of \$10.00 will be due by **cash from non-UCHealth staff**. Fee increases +\$5 each time. After your 4th or more replacement, we will notify your department Director. We **do not** issue Temporary Badges for employees as the employee is held accountable for their security access badge.

If you just received a new badge due to various reasons, here are some things you need to know:

- It will not work in the cafeterias to purchase food for 24-48 hours.
- It will work in all of the areas you already have access to (*like the garage*).

Other Helpful Tips & FAQs

EPIC “Tap” & IT Support:

You can reach IT Help Desk at 720.848.4000

Café Purchases:

You can reach out regarding Café' Purchases to Sheri.Flynn@uchealth.org | 720.848.0870

Gift Shop Purchases:

You can reach out regarding your Gift Shop Purchases to Charleese.Calkins@uchealth.org | 720.848.4003

Lost & Found

Each area has their designated Lost & Found. You can also check the AOP & AIP Information Desks, which can be reached at 720.848.2458