



<b>Date Created:</b>	8.1.2009
<b>Category:</b>	Building
<b>Revised:</b>	7.13.2010
<b>Approved by COO:</b>	9.15.10

---

**Subject:** Reception Check-In Process

Page 1 of 2

---

**Purpose:** The reception desk receives all types of visitors on a daily basis. This policy will provide guidelines of who needs to check-in at the reception area, as well as who needs to sign the log sheet for security purposes.

**Policy:** The Check-In Process provides guidelines on everyone entering the UPI premise. Assistants are required to use the Visitor Log in Outlook to inform Receptionist of all scheduled visitors.

**Procedures:** Check-In Process

**1. Visitors**

- a. Need to sign log sheet
- b. Need Visitor Badge
- c. Notify employee of guest
- d. Must be escorted at all times

**2. UPI employee, UCH and TCH Doctors**

- a. Do not need to sign log sheet
- b. Badge required

**3. UPI Temporary Badge** (consultants/contractors/Building Service Staff)

- a. Do not need to sign log sheet
  - i. A list of consultants/contractors are located at the front desk which is provided by the Assistant of Business Development and Planning (BDP)
    - 1. All temporary badges have expiration dates
    - 2. All expired badges must be returned to front desk
- b. Must sign Confidentiality Agreement

**4. Patients**

- a. Need to sign log sheet
- b. No badge required unless leaving reception area

**5. Maintenance Personnel** (copier service)

- a. Do not need to sign log sheet
- b. No badge required
- c. Need to be escorted to the proper area

**6. Food deliveries**

- a. UPI sponsored functions deliver to front desk
- b. All other deliveries need to be delivered on the first floor

**7. Exceptions**

- a. Please contact Heidi Gullord

**Scope/Applicability:** This policy applies to all UPI visitors, with any exceptions being brought to the attention of Heidi Gullord.



<b>Date Created:</b>	8.1.2009
<b>Category:</b>	Building
<b>Revised:</b>	7.13.2010
<b>Approved by COO:</b>	9.15.10

---

**Subject:** Reception Check-In Process

Page 2 of 2

---

**Related Policies:** Compliant with all security issues set forth by University Physicians, Inc. and found at <http://www.upicolo.org>.

**Renewal/Review:** This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:** Fee Coordination Manager is responsible for adoption and/or implementation of this policy.