May 14, 2024

IOWA
HEALTH CARE

In Order to Obtain a *New* Contractor Badge:

EACH PERSON GETTING A NEW BADGE MUST HAVE THE FOLLOWING:

1. **Driver's license/gov't-issued photo ID**
2. **Current Passed Background Check**
3. **Current Passed UI Health Care Site Specific Orientation**

In Order to Obtain a *Replacement* Contractor Badge:

EACH PERSON REPLACING THEIR BADGE MUST HAVE THE FOLLOWING:

1. **Existing UI Health Care badge (expired/lost)**
2. **Current Passed Background Check**
3. **Current Passed UI Health Care Site Specific Orientation**

** All Contractors and Vendors performing work at UI Health Care for more than three (3) calendar days per calendar year will complete the following process to obtain a badge. If the individual will perform work fewer than three (3) days per calendar year and are not badged, they will be required to be escorted by a badged individual when working at UI Health Care facilities. **

Background Check Process:

All Contractors who will be working in UI Health Care facilities more than three (3) days per calendar year are required to complete a background check through Gatefeed prior to gaining access to work at UI Health Care. Companies will manage this process through Gatefeed and will need to designate an Administrator in Gatefeed for their company, who in turn should do the following.

1. To Become an Administrator:
   a) Go to https://app.gatefeed.com/sessions/new

   b) Click **Create an Account**, complete steps 1-3 and set security questions.

   c) Send an email to support@gatefeed.com and request to be set up as an Administrator for your company.

   d) You will be notified by reply email that your set up is complete and you can call any time to receive a phone tutorial. **Be logged into your Gatefeed account _prior_ to calling and mention that this is for University of Iowa Health Care.**

2. Failure to obtain a compliant background check will result in immediate revocation of access to UI Health Care for the worker. The Owner shall not bear the cost of replacement or change to subcontracts as a result of failure to pass the background check.

3. Background checks must meet the standards below. Any employee whose background check does not meet the stated criteria will be non-compliant and will be unable to take the contractor orientation or obtain a badge for access to the UI Health Care.
   a. Acceptable Designations:
      i. 00 – Clean Record, nothing found
      ii. 01 – One or more non-violent misdemeanors found

4. Each employee needs their own unique username and password to take the Orientation that may be set up by the employer or the individual employee.

5. Training may be completed anywhere there is wi-fi access.

To Obtain a Badge:

For *NEW* and *RENEWAL* badges, individuals who have completed UI Health Care Site Specific Orientation and have a cleared Background Check will come to Capital Management in the Sub-basement of Hospital Parking Ramp 3 to obtain a new badge.

1. At that time, Capital Management Staff will electronically verify the background check and orientation completion.

2. Contractors will then have a photo taken and a badge granted.

3. Site access is not automatically granted to new badged contractors/vendors. The UI Health Care Project Manager will notify Safety and Security Access Control to request access.

4. Contractors with current badges will retain the access currently assigned to their badge at the time the replacement badge is granted.

EACH PERSON REQUESTING A *NEW* BADGE MUST HAVE THE FOLLOWING:

1. Passed Background Check

2. Passed the University of Iowa Health Care Contractor Orientation

3. Driver's license at the time of Badge issuance

Walk-in Hours to obtain a badge:

Monday through Thursday 8:00 AM to 11:00 AM and 1:00 PM to 3:00 PM

Gatefeed Questions:

- Contact Gatefeed Monday-Friday from 7:00 am to 5:00 pm CT. Phone: 312-467-9884, option #1 or email: **support@gatefeed.com**.