

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

BUILDING ACCESS

Effective Date:	11/09	Policy No:	FA -07
Cross Referenced:		Origin:	Safety
Reviewed Date:		Authority:	Safety
Revised Date:		Page:	1 of 2

SCOPE

The Building Access policy applies to everyone entering Hackettstown Regional Medical Center (HRMC).

PURPOSE

To provide structure and organization to building access

DEFINITIONS

Main Entrance – First floor, main lobby in front of building, east side.

West Wing Entrances (2) – Second floor, in the back of building, west side.

Internal opens into HRMC through the vestibule (foyer).

External opens into the vestibule (foyer) from the outside.

Emergency Department Entrance – Second floor, ED entrance north side of building (* refers to double doors entering hospital through the ED registration area not the doors entering ED itself which are always open).

Loading Dock – First floor, south side of building.

HR entrance – First floor, south side of building.

Physician entrance – Second floor, entrance north side of building.

ICU Stairwell – Second floor, west side of building.

POLICY

HRMC makes every attempt to provide a safe environment for our patients, employees, physicians, volunteers, vendors and visitors. Access to the building will be limited and/or monitored after hours when staffing level is reduced.

PROCEDURE

1. All employees, physicians and approved volunteers will have card swipe access.
2. Hours of access – See Attachment A.
3. All staff members entering the building using card swipe access will be aware of who is entering the building with them and offer assistance if it is a patient, visitor or vendor.
4. Vendor access will be addressed through the Vendor Policy (MM15).
5. Exterior signage is provided for patients and visitors after hours for main entrances.

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ATTACHMENT A

Entrance	Access for:	Hours – Doors are open	Card Swipe Access Hours
Main Entrance	All	0600-2000	2000-0600
West Wing Entrance Internal	All (excluding vendors unless authorized)	M-F: 0530-2100 (Sat/Sun: 0600-1630)	M-F: 2100-0530 (Sat/Sun: 1630-0600)
West Wing Entrance External	All (excluding vendors unless authorized)	M-F: 0600-2300 (Sat/Sun: 0600-1630)	M-F: 2300-0600 (Sat/Sun: 1630-0600)
Emergency Department (* see above)	All (excluding vendors unless authorized)	n/a	24/7
Loading Dock	Employees with access, vendors	n/a	24/7
HR Entrance	Employees	n/a	24/7
Physician Entrance	Physicians	n/a	24/7
ICU Stairwell	Employees/Physicians	n/a	24/7