

### Cooper's New Visitor Pass System – What You Need to Know



New Visitor Pass Features
Visitor type
Full name
Full date including day
Full location description
Picture of visitor
QR code for checkout ONLY
Colored dot to better indicate the day

New System Features
Scans government ID for full visitor information
Monitors number of visitors in room
Internal watchlist of banned visitors
Photo on badge prevents transfer of visitor pass
More effective visitor check-out procedure
Visitor list automatically checks out nightly

### New Visitor Pass System – What You Should Know

1. **FYIs** are still the most effective way to communicate restrictions.
  - a. EPIC and this system will not yet collaborate.
2. Similar to the old passes, the new passes are not transferable from day to day.
  - a. Visitors staying overnight should be instructed to retrieve a new pass from the welcome desk the next morning.
3. The Emergency Department (ED) will continue with the paper pass system.
  - a. If you see a visitor with a paper pass, they will have come up through the ED and should be instructed to go to the welcome desk to obtain a proper pass.
4. The color schedule is changing, please reference the new color guide for the most up to date information.
5. The QR code is only readable with Cooper's scanners and software and is only used for the checkout procedure.
  - a. This code cannot be read by any other device and cannot release any information about the visitors.

As always, if you see something say something! The changes to Cooper's visitation system are designed to increase the safety of the patients, visitors, and Cooper team members.

**For questions related to the system please contact Kevin Scisorek at 908.812.5296.**

### **Receptionist/Registration Addendum**

1. An adult visitor must have their picture taken to be permitted to visit.
  - a. Refusal to take the picture means the visitor will NOT be permitted to visit.
    - i. This is a safety measure that has been approved by Cooper's Security team.
  - b. Minors accompanied by an adult are not required to have their picture taken but may if they so choose.
2. Scanning of the visitor's ID does NOT search any criminal or sex-offender databases.
  - a. Scanning of the ID only stores information in our visitor management system, it is not used for any other purpose.
3. A pass will not be considered valid if it does not have a colored sticker to indicate the day. Please remember to place the appropriate sticker on the pass before giving it to the visitor.
  - a. Please do not cover any information on the pass with the sticker.
4. After a visitor checks out, please ensure that they dispose of their badge.
  - a. This is to ensure that they will not attempt to reuse these passes.
5. Please direct any questions to Kevin Scisorek or refer to the approved policy regarding the new visitor management system.