



## Printed Badge Ordering Instructions

The ACMS has negotiated with Total ID Solutions to provide professionally printed plastic ID badges. The cost for a ready to wear badge complete with clip is \$ 4.95 per badge plus shipping.

### Ordering is simple:

1. Download the order form spreadsheet (available at [www.acms.org/badges](http://www.acms.org/badges)).
2. Gather digital photos of each staff member

#### *Photo requirements:*

- Photo should be taken against a plain, uniform white or light background.
- The face must be square to the camera and centered in frame.
- A full front view of the subject's head and shoulders is required.
- Photo should be in JPEG format .jpg –Most digital cameras produce photos in this format.

**High Resolution photo not required (Smartphone or webcam photos are acceptable)**

3. Complete the Order Form. Be sure to include a contact phone number. Total ID Solutions will contact you directly once the order is processed to arrange payment.
4. Complete the Staff Data portion of the Order Form.

#### *Staff Data requirements*

Each staff member's information should be recorded on a separate line.

- **FirstName, MiddleInitial, LastName, Suffix, Title** – State regulations require that the full name of the employee appear on the badge. The badge is designed with the First and Last names on separate lines (as shown above) to allow for concealment of the last name as allowed by the interim regulations.

*§ 53.5. Exceptions ... last name of an employee may be omitted or concealed when delivering direct care to a patient or consumer who exhibits symptom of irrationality or violence.*

- **JOBTitle** information is printed in the 1/2" bar along the bottom of the badge. The Staff Data spreadsheet is populated with common job titles, in a pull down menu, but you can enter custom titles if desired.
  - **PracticeName** is printed on each badge as required by state regulation.
  - **PhotoFile Name** is the file name of that staff person's digital photo. (Ie DougSmith.jpg) this will ensure that the correct photo is printed on the badge.
5. Email the completed order form and the digital photo of each staff member to: [badges@acms.org](mailto:badges@acms.org).
  6. Total ID Solutions will, upon receipt of your e-mail, process your order and contract you by phone to arrange payment. Badges will ship directly to you by UPS or by US mail.

**Please contact the Society at 412-321-5030 if you have any questions about the process.**