



# Liberty Healthcare Corporation

## Liberty QualityCare®

### Standard Operating Policies- Evidence of Identity

<b>Title:</b>	<b>Evidence of Identity</b>	<b>Effective Date:</b>	<b>12/21/2006</b>
<b>Author:</b>	<b>Robin Burkert, LSW</b>	<b>Last Review Date:</b>	<b>12/15/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	<b>12/15/2021</b>
<b>Functional Area:</b>	<b>Competency Evaluation</b>		

#### POLICY

Liberty Healthcare Corporation (Liberty) requires that Liberty employed/subcontracted staff produce evidence of identity immediately upon reporting to the client program for the first day of the assignment. To verify Liberty employed and/or subcontracted staff identity that serves as a protection from identity fraud.

#### PURPOSE

Prior to the employee's start date or immediately upon arrival on the first day of Liberty employment/subcontracting, every Liberty employed/subcontracted staff must show a picture identification to verify identity:

1. Prior to working within any Liberty program, new staff will provide a valid and current picture ID to the program representative. The program representative will review and verify the individual's identity by examining the document and photograph to ensure it resembles a true likeness of the individual.
2. The program representative will make a copy of the valid identification and complete an Evidence of Identity Attestation form.
3. The Liberty program representative will forward a copy of the signed attestation form and a copy of the valid identification photo to the Credentialing Manager at [Abby.Yankawitz@LibertyHealth.com](mailto:Abby.Yankawitz@LibertyHealth.com) or eFax to 610-617-3794.
4. This signed Evidence of Identity AND copy of the valid picture ID shall be received and reviewed by the Vice President, Performance and Quality (or designee) within three (3) weeks of the first day of assignment.

**Approved By:** \_\_\_\_\_

### Revision History

Version	Date	Author	Summary of Changes
#1	12/21/2006	Judith Ann Shields	Policy created
#2	12/15/2021	Robin Burkert	Annual review, various changes made