

OTSEGO MEMORIAL HOSPITAL  
Gaylord, Michigan

Date: 05/00

POLICY AND PROCEDURE MANUAL

| REVIEWED     | REVISED      |
|--------------|--------------|
| 11/04, 11/05 | 05/03, 07/07 |
| 03/09, 11/11 | 08/10, 10/13 |
| 11/12        |              |

DEPT./AUTHOR: Physician Services/B. Miller  
DISTRIBUTION: OMH Medical Group, OMH MedCare RHC,  
OMH N'Orthopedics, OMH Diagnostics &  
Specialty, OMH Medical Group-Lewiston  
RHC, Oncology/Infusion, OMH Medical  
Group-Indian River RHC, **OMH Medical  
Group – Boyne Valley RHC**

**RE: Dress Code Policy, Code # PPC.d.05**

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**KEY WORDS:** attire, dress, jewelry, employee identification, badges

**PURPOSE:** To provide standard guidelines for appropriate dress for Otsego Memorial Hospital, Physician Services Employees, excluding Physician Billing.

**POLICY:** For the intent of this policy and the OMH hospital policy, all office/facility areas included in the "Distribution" above are designated as CLINICAL areas.

- I. Uniform standards for all Physician Services clinical personnel are as follows:
  1. Scrub/uniforms, not more than two inches above the knee.
  2. Watch with a second hand is required.
  3. Wedding band, engagement ring and small earrings are acceptable.
  4. Hospital employee identification card, visibly displayed as per employee handbook.
  5. Clean, white shoes
  
- II. Uniform standard for non-clinical personnel are as follows:
  1. Business attire, however please note:
    - a. No jean-like pants
    - b. No Bib-overall type pants
    - c. No multi-colored athletic shoes
    - d. No printed T-shirts or Sweatshirts. (OMH logo wear is acceptable.)
  2. Closed toed shoes with socks or nylons.
  3. Hospital employee identification card, visibly displayed as per employee handbook.
  
- III. Each employee is required to maintain OMH general guidelines on appearance outlined in the employee handbook and Policy, HR.d.01.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

V.P. Physician Services

*Signed copy on file in Administration*