



## **Business Casual Dress Code**

This Dress Code is for the following positions/departments/areas:

### **Clinical Care Areas**

Advanced Practice Provider  
Bluestone Team Coordinator  
Central Supply Clerk  
Clinical Assistant – PTS  
Customer Service/AP Rep  
Diabetes Resource Specialist  
Optician  
Physician  
RN Care Manager  
Scribes – Clinical Department

### **Non-Clinical Care Areas**

Administrative Office  
Administrative Assistant  
BLS Instructor  
Directors/Managers  
EHR  
Greeter  
Healthcare Documentation  
Health Information  
Information Technology  
OB Educator  
Patient Financial Counselor  
Patient Scheduling & Support Specialist  
Patient Services Representative  
Patient Support Coordinator  
Purchasing Agent  
Release of Information  
Revenue Management  
Quality Resources

Employees should use good judgment when wearing business casual attire to ensure it is appropriate for their work surroundings. The nature of their work, expectations of outside parties with whom they will work with, and safety should be taken into consideration. Directors and Managers, please use your discretion depending on your department location.

### **ID Badges:**

All employees must wear ID badges at all times while on Clinic property. They must be visible and above the waist, badges may not be placed on waist band. You may not flip or place stickers on your badge to cover identity. If you sit at a desk, the patient must be able to see your ID badge.

**Tops and Bottoms:**

Business casual pants, shirts, sweaters, dresses, skirts, or suits may be worn. Capri pants (two inches below the knee or at the knee while sitting) and sleeveless shirts may be worn. Skirts and dresses must be no more than two inches above the top of the knee. Colored jeans are allowed (no shades of blue). Staff can wear solid colored leggings (no jeggings) with dresses, skirts & long sweaters or long shirts (that are same length as a dress or skirt).

Employees may wear approved Mankato Clinic apparel. New hires will receive a one-time Mankato Clinic apparel allowance from the clinic of \$50 to be spent on the Clinic Webstore. Employees may purchase Mankato Clinic clothing anytime on the Clinic Webstore.

No blue jeans. No cargo or carpenter style pants, spaghetti straps, or shorts are allowed.

*Pediatric Therapy Services, Central Supply, and IT* are allowed to wear dark blue denim, as necessary based on daily work performed.

*IT staff* are encouraged to wear Mankato Clinic hats and/or apparel when working in other areas of the clinic for identification purposes.

**Shoes:**

Shoes must be professional in nature in relation to the staff's position. Shoes must be clean and well kept. Shoes must coordinate in color with your outfit and fit properly. Tennis shoes are acceptable. No flip flops, crocs, or sport sandals are allowed at work. Please see *Unapproved Shoes for Work* document for examples.

***Clinical Care Areas*** - Staff need to wear closed toe shoes at all times.

***Non-Clinical Care Areas*** - Closed and open toe shoes are allowed. Feet must be clean and well groomed.

**Hosiery/Socks:**

Hosiery (nylons) or socks are optional. Please use your best discretion.

**Special Notes:**

**Pediatric Therapy Services Clinical Assistants** may choose to wear business casual attire or adhere to the clinical dress code.