

Memorial Health Center (Medford, WI)

Placement (all areas where procedure can be found):
Departments Affected:

Corporate Compliance
Main Campus/Satellites

Policy: Vendors

PURPOSE

To establish standard guidelines designed to protect the privacy and ensure the safety of our patients, visitors and employees.

POLICY

A vendor is defined as any person representing a manufacturer of products or one providing contractual service to the facility.

1. The vendor shall not be seen by any individual without a scheduled appointment.
2. The vendor shall check in with Patient Registration or Materials Management upon arrival to be announced and to receive a name badge.
3. The vendor shall wear identification at all times while in the facility.
4. The vendor is to go to their designated appointment(s) only.
5. The vendor shall not present any new products without the approval of Materials Management.
6. The vendor must comply with all HIPAA guidelines and is to keep any personal or business information they may see or hear strictly confidential.
7. The Biomedical department must perform a safety check any equipment prior to use.
8. Company and/or product literature is not to be displayed in any area without consent.
9. Vendors visiting any satellite clinic must also comply with this policy with the exception of signing in with Patient Registration or Materials Management.
10. Vendors who perform work involving the use or disclosure of protected health information must enter into a Business Associate Agreement with Memorial Health Center. The Business Associate Agreement imposes safeguards on individually identifiable health information used or disclosed by our business associates.
11. Gifts from vendors are not acceptable. However, gifts bearing a logo which are generally distributed and/or are of a nominal dollar value may be accepted. Meals and entertainment supplied by a vendor should be infrequent enough to avoid any perception of partiality.
12. Pharmaceutical vendors must also comply with the Corporate Compliance policy titled "Pharmaceutical Drug Representative Policy & Procedure".
13. Vendors who will be in the Surgery department must also comply with policy 160-460.
14. Violations of this policy will result in corrective action up to and including the prohibition of the vendor to return to the facility.

Author (name, title, department): Cindy Reinke, Director of Materials Management

Approval Signatures:

_____ Department Director

_____ Vice President

Date Initiated: 5/09

Date Reviewed/Revised: 07/09, 09/09