

Policy Title: Vendor Site Visit Policy	
Department: Purchasing	
Area: Hospital wide	Effective Date: December 21, 2009
Pages: 1	Date Last Revised/Reviewed: 6/14
Approved by: Amy Newman, Director	Reference Number: PUR.063.07
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PURPOSE

The purpose is to define the guidelines and roles for vendors doing business in Huntsville Hospital, thereby ensuring proper access.

POLICY

Vendors are only allowed in the hospital with prior approval by the department or area expecting to be meeting with the vendor. Validation of the appointment is made at the time the vendor signs in by Purchasing Department personnel. The vendor is not allowed access without appointment validation.

PROCEDURE

- Vendors are to sign into the RepTrax system at the kiosk in Purchasing after their appointment has been confirmed. It is the responsibility for the vendor to be compliant with the requirements set forth in RepTrax.
- Required vendor reading must be completed prior to receiving a badge.
- The vendor signs into the Purchasing log prior to receiving a badge. Vendors are not permitted to be in the hospital without wearing the vendor badge. Failure to do so causes for being denied access to the hospital and the occurrence being documented in RepTrax.
- Vendors are not allowed to bring a product into the hospital without first discussing with Purchasing. Product Committee approval is required for all product trials with quotes, proposals and bids being reviewed by the appropriate Purchasing Department personnel.
- Vendors that frequently visit the hospital on a recurring daily basis are required to purchase a "Vendor Badge" with photo identification from Security in the amount of \$25.00 annually. Vendors are required to display the badge on their person in a manner that is readily apparent at all times.
- When the vendor leaves the appointment (excluding the annual badge), the badge is to be returned to Purchasing either inside Purchasing or in the locked drop-off box located outside the Corporate University building (Dowdle Center). The vendor also needs to sign out of RepTrax.
- OIG (Office of Inspector General) LEIE (List of Excluded Individuals/Entities), to include reinstatement report, review will be done on a monthly basis by Purchasing Department to audit Vendor compliance.