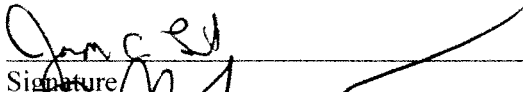
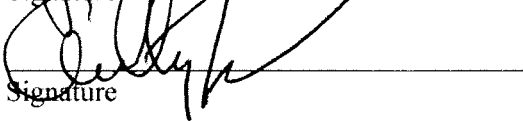




Swedish Covenant Hospital

Department 03 Material Management  
Cost Center 955 Purchasing  
Policy 06 Sales/Service Representative Visitation

Submitted By: David Kranenburg, Director, Supply Chain

Approved By:   
Signature  
  
Signature

Vice President of Operations 6/20/14  
Title Date

Senior Vice President/COO 6/25/14  
Title Date

Effective Date: July 1, 1997 Revised: 2/07, 9/08, 7/11, 6/14

Reviewed: every three years

**DEFINITIONS**

- Health care industry representatives include all personnel representing a third party entity.
- Vendormate is the vendor representative registration system used at Swedish Covenant Hospital.
- A Vendormate account can be set up at <https://swedishcovenant.vendormate.com/vm/login.do>. Vendor registration issues may be resolved by contacting the purchasing office at 773-907-1077.

**POLICY**

1. Company representatives are required to register through the Vendormate system and prominently display their identification at all times while on Swedish Covenant Hospital property.
  - a. It is the representatives' responsibility to maintain the following in the Vendormate system:
    - 1) Documentation of HIPAA training completion. Patient identifiable information is not to be sent into or out of the organization via e-mail.
    - 2) Documentation of Product/Service competency.
    - 3) Documentation of an annual test or examination proving negative for Tuberculosis (if servicing a clinical area).
    - 4) Verification that they have read and agree to abide by this policy.
    - 5) A current photo uploaded to their Vendormate account.
  - b. Representatives must print an ID badge at a Vendormate kiosk upon arrival to campus. Kiosks are located in Anderson Pavilion and the lobby of the Galter Medical Pavilion. The representative's name badge and company affiliation must be prominently displayed at all times within the hospital.
  - c. Failure to comply with the above will result in denial of access to SCH.
2. Representatives are not allowed to promote or market products or services to physicians or other members of the hospital staff unless given prior permission by the purchasing department. Unauthorized selling or marketing may be grounds for permanent removal from Swedish Covenant Hospital. Vendor supplied food or snacks are not allowed on campus.

3. All representatives must have a previously scheduled appointment in order to be on campus.
4. Loitering is not permitted by vendors at SCH. Under no circumstance are representatives to use their presence on campus as an opportunity to conduct administrative work or visit additional areas/ departments in order to promote their products or services.
5. All representatives must agree to abide by the Swedish Covenant Hospital Value Analysis (VA) policies regarding the approval process for bringing new items, products or services onto campus.
  - a. Any item, equipment or service brought onto campus requires the prior approval of the appropriate VA committee.
  - b. Trial items are not paid for unless pre-approved by the VA committee. Any item brought to SCH without prior approval by VA committee is considered a non-billable item. Trial items are issued a no-charge PO by the purchasing office.
  - c. Vendors are expected to be aware of the reimbursement implications of their respective products. Unless negotiated in advance, SCH is not responsible for payment for patient chargeable items that are not covered by insurance.
6. New equipment requiring electrical connection are inspected and approved for use by the Biomedical Department prior to use in the hospital.
7. SCH managed care and worker's compensation contracts are tied to DRG-based payment rates and as a result hospital reimbursement is broadly tied to the CMS payment schedule. Consequently, SCH does not accept any pricing increases that are in excess of the annual rate adjustment for CMS payment schedule.
8. Company representatives agree to hold confidential any business or patient related information obtained due to their partnership with Swedish Covenant Hospital. Any vendors who might gain access to patient healthcare information as a result of their service to SCH must have a signed business associate agreement.