

	
Subject: Vendor Representative Policy and Guidelines	
Source: Supply Chain	Policy #:
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Distribution: Osborn, Shea, TPK, JCL, DV, and all HonorHealth entities	Approved by: Tony Benedict
Review Dates:	Effective Date:

## **VENDOR REPRESENTATIVE POLICY AND GUIDELINES**

### **PURPOSE**

This policy:

- Defines a vendor representative.
- Ensures that vendor representatives have met the appropriate criteria for doing business in our hospitals.
- Ensures vendor representatives exhibit compliance of regulatory and HonorHealth requirements.

HonorHealth will enforce this vendor policy to ensure safe, effective, patient-centered care that is both timely, and efficient, while maintain the highest standard of ethics, courtesy, and competency with our vendor partners.

Vendor Representatives are defined as those individuals providing education, verbal consultation, information, products, and or services to any HonorHealth Facility, both acute and non-acute. Prior to conducting business in any HonorHealth Facility, you must be credentialed and obtain a HonorHealth Badge from our vendor credentialing system. Conducting business is defined as any contact whether in person or electronically via e-mail, telephone or other means of communication.

If you are a Distributorship, you must be specific in your profile and list the vendor/vendors and product/products you represent. You may only conduct business FOR those VENDORS/PRODUCTS that HonorHealth has contracts with. All contracted pricing is proprietary and confidential to HonorHealth. Any disclosure of HonorHealth contracted pricing may result in your inability to conduct ANY further business with HonorHealth.

## **POLICY**

HonorHealth recognizes that Vendor Representatives, by virtue of education, training, and expertise often serve as a resource for physicians, researchers, and allied-health staff through the sharing of product information, technical information and the provision of education and training. It is not the intent of this policy to interfere or create a barrier to the collaborative relationships that have been developed over the years with suppliers. Such relationships have been important to the advancement of clinical practice, education, and research. HonorHealth considers the continuation of these relationships essential to ensure access to scientific and technological innovations.

HonorHealth also has an obligation to appropriately manage access of Vendor Representatives. Health care accrediting organizations require facilities to manage safety and security risks, by including the appropriate identification of all patients, staff, and other individuals within the facility.

Access to HonorHealth is a privilege. This privilege can be revoked at any time, at the discretion of HonorHealth. A Vendor Representative's failure to comply with the requirements of this policy may result in the appropriate enforcement actions as described in the "Vendor Representative Noncompliance" section.

HonorHealth strives to provide an effective and efficient mechanism for external business partners to conduct their activities in a manner, which ensures, and maintains a safe and secure environment.

### **Prior to conducting business at any HonorHealth facility, I understand that I MUST:**

- Register/maintain certification through the HonorHealth vendor credentialing system prior to visiting any HonorHealth facility.  
HonorHealth will not do business with any Vendor Representative who has not been certified through the vendor credentialing system. In conjunction with health care regulation, vaccinations and TB-testing including annual flu vaccination must be current and reported.
- Schedule an appointment with the appropriate HonorHealth Supply Chain contact based on your product's specialty.
- For Pharmaceuticals, please contact the Pharmacy Director. This appointment must occur prior to going into any HonorHealth Facility.

### **• APPLICABILITY**

- This policy is applicable to all locations within HonorHealth, including but not limited to HonorHealth Scottsdale Osborn Medical Center, HonorHealth John C. Lincoln Medical Center, HonorHealth Scottsdale Shea Medical Center, HonorHealth Deer Valley Medical Center, and HonorHealth Scottsdale Thompson Peak Medical Center.

