



## **VISITING HONORHEALTH FACILITIES**

This is for representation that is NOT supporting a scheduled procedure. If you are visiting or providing education this step needs to be completed prior to entry into a HonorHealth facility. Prior to entering any HonorHealth facility, Vendor Representatives must complete the Vendor Credentialing Program. This step is to verify the credibility and dependable source of goods/services and are representing responsible members of the business community. A notification of the receipt of certification documentation and the results of the certification process are provided upon completion. HonorHealth's vendor credentialing services provider will maintain all records in the vendor management system.

You are required to schedule appointments prior to visiting any HonorHealth medical facility.

### **Upon Arrival:**

You must check in at the Supply Chain Services Department. You will be required to show written authorization from the corporate supply chain team before logging into the vendor credentialing system. If you do not have written authorization you will be turned away. You will log into the system in order to receive your access badge and be directed to the appropriate department. Vendor Representatives who arrive at a department without a badge will be sent back to Supply Chain Services to check in before being seen. Visits must be restricted to that department only. Prior to departure, you must sign out. Failure to sign out is traced through the credentialing system and is noted on the Vendor Representative's profile. Continuous failure to sign in and out may result in the Vendor Representative being denied access to HonorHealth facilities. Vendor activity is monitored through centralized monthly over-sight reporting.

### **Parking:**

You may park in the designated visitor parking area. Vendor Representatives are never to park in reserved parking spaces. There is a "NO PARKING" POLICY ENFORCED IN THE RECEIVING AREA. Vehicles in violation will be towed at owner's expense.

### **Deliveries:**

All deliveries accompanied by a packing slip, receiver, bill of lading, purchase order, product evaluation, or equipment rental are to be made to the Receiving Department at the designated HonorHealth Facility between 7 a.m. and 4 p.m., Monday through Friday. Emergency deliveries (after 4 p.m. and on weekends) are to be made to the Sterile Processing Department at the designated HonorHealth facility.

ALL DELIVERIES MUST BE SIGNED FOR - NO EXCEPTIONS.

**Sales Activity:**

HonorHealth's Anti-Solicitation Policy prohibits the distribution of note pads, pens, and other items of an advertising nature or the posting of any literature on walls or bulletin boards in patient care areas or any other area with public access. No food will be allowed.