

Policy Title: Vendor Site Visit Policy	
Department: Purchasing	
Area: Hospital wide	Effective Date: December 21, 2009
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Approved by: Amy Newman, Director	Reference Number: PUR.063.02
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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 will not be allowed access without appointment validation.

PROCEDURE

- Vendors must 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 must sign 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 will be cause for being denied access to the hospital and the occurrence being documented in RepTrax.
- Vendors are not allowed to bring 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 must be returned to Purchasing either inside Purchasing or in the locked drop-off box located outside the Corporate University building (Dowdle Center). The vendor will also need to sign out of RepTrax.
- Vendors that have been approved by the department to have a permanent badge are responsible for ensuring they remain compliant with the requirements set forth in RepTrax for the activation time of their permanent badge.