

April 1, 2008

Dear Vendor,

In order to up-hold the expectations of the Joint Commission, the CDC, the recommendations of the American College of Surgeons, as well as the AORN's Recommended Practices and Guidelines, Medical Center Hospital has implemented a new vendor compliance program. Our new vendor compliance program will ensure safety of our patients, staff, visitors, volunteers and vendors. Through a partnership with **sympir**, the Medical Center Hospital vendor program will allow us to manage our vendors more consistently and professionally, while strengthening our vendor supplier relationship. To meet the recommendations and expectations set by these leading healthcare organizations, and to promote safety at Medical Center Hospital, **we require all of our vendors to sign up immediately.**

Initial Vendor Processing:

1. Sign up as a new vendor at www.simplr.com
2. Sign in and upload your files (PDF) and other required documents, or you can send them via e-mail to: support@simplr.com or by Fax to: 281-946-8300 / 866-839-1647
3. You will receive your ID badge within a few days after your account is activated and you have sent in your picture.
4. simplr offers corporate discounts on annual fees and education modules. Call them for details.
5. simplr makes signing up easy. simplr accepts credit cards and company checks.

We chose simplr as our credentialing service not only because of the service they provide our facility, but for the additional services they provide all vendors. All vendors can access **ANY** healthcare facility that is utilizing simplr and it eliminates the need for vendors to carry hard copies of their credentials to facilities who are not yet part of simplr. Vendors can receive online training in courses such as: OR and Procedure Room Protocol, HIPAA, Exposure to Blood borne Pathogens, and General Expectations and Hospital Safety. Vendors can also upload marketing and product information that we can search. Additionally, you can view your visit history, track expenses and export valuable business reports. simplr will help the hospital better manage regulatory vendor compliance issues by:

1. Performing a monthly watch list check, as well and an annual vendor representative background check for criminal and sex offender related offenses.
2. Provide a platform for policy and documentation exchanges between the Medical Center Hospital and its vendors.
3. Ensure that contact information is always current.

All existing vendors **must** be listed in the simplr system by **May 1, 2008** in order to continue doing business with Medical Center Hospital. By **June 1, 2008**, all vendors must be fully credentialed, and have an appointment, to gain admittance to the facility. Only vendors who have not visited the facility previously will be given a 30 day grace period from this date forward.

Sincerely,

Bob Venable
Director of Materials Management

Access Levels

ALL ACCESS (ALL)

- Highest level of credentialing
- Allows access to all areas in a facility, particularly procedure and patient care areas, to support clinical staff
- **Example: Medical device reps, company consultants**

PATIENT CARE ACCESS (PTC)

- Allows access to engage with staff in patient care areas only, where exposure to Protected Health Information is likely
- **Example: Service techs, distributor reps**

ADMINISTRATIVE ACCESS (ADM)

- Allows access to back office personnel who conducts work in all general and administrative areas of a facility
- **Example: Delivery personnel**

PROVIDER ACCESS (PRO)

- Minimum level of credentialing
- Allows access to physician offices only
- **Example: Pharmaceutical reps**



Vendor Credentialing Matrix

ACCESS LEVELS	Background Check	Exclusion Screening	General Liability Insurance	Hospital Policies	HIPAA	TB Skin Test	Blood Borne Pathogens	General Exp. & Hospital Safety	Product/Service Training	MMR	Varicella	Hep B	Flu	OR Protocol	License & Additional Docs
ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PTC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
ADM	✓	✓	✓	✓	✓	✓	✓	✓							
PRO	✓	✓	✓	✓	✓	✓									



VENDOR & COMPANY INFORMATION

BACKGROUND CHECK	symplr will perform an annual criminal background check and sex offender check – a valid driver’s license is required.
GOVERNMENT WATCH LIST (OIG, SAM & MEDICAID BY STATE)	symplr will perform monthly checks against federal and state watch lists, for you and your company.
SUPPLIER CREDENTIALING	symplr performs credentialing for the company of a registered vendor representative (at no extra cost) – information is provided to your selected facilities and includes: products & services offered, financial, business and legal data.
GENERAL LIABILITY INSURANCE	All reps or companies are required to provide Proof of General Liability Insurance, including limit amounts of \$1 million per occurrence and \$2 million general aggregate, policy effective and expiration dates. Certificate Holder must be listed as: symplr, 616 Cypress Creek Pkwy, Suite 800, Houston, TX 77090.

IMMUNIZATION CREDENTIALS

TUBERCULOSIS SKIN TEST (PPD)	Annual documentation of a negative TB Skin Test – documentation must include a date, full clinic contact information, negative result and signature. TB Skin Tests must be signed by a physician, NP, PA, MD, DO or RN. If you have a known allergy or a positive reaction to the PPD skin test, a negative chest x-ray is required.
INFLUENZA	Proof of seasonal flu vaccination – documentation must include date of vaccine and clinic contact information. Reps may opt out by signing a symplr Influenza Declination form, available in the Account Set Up section of your rep account. NOTE: not all facilities accept declinations.
HEPATITIS B	Proof of a 3-shot series of vaccinations—documentation must include dates and clinic contact information. Reps may opt out of receiving the vaccines by signing the symplr Hepatitis B Declination form available in the Account Set Up section of your rep account.
MEASELS, MUMPS & RUBELLA (MMR)	Proof of MMR vaccination or booster shot – documentation must include date of vaccine and clinic contact information.
VARICELLA (CHICKEN POX)	Proof of Varicella vaccination and/or proof of disease history signed by a physician – documentation must include applicable date/s and clinic contact information.
EMPLOYEE DRUG TEST (5 TO 10 PANEL)	Proof of a negative 5 to 10 panel drug test. A copy of drug test results, or a letter from your company are acceptable forms of documentation. Social Security Numbers must be censored/removed or documentation will be declined.
TETANUS, DIPHTHERIA & PERTUSSIS (TDAP)	Proof of Tdap vaccination – documentation must include vaccination date and clinic contact information. NOTE: Tetanus, Diphtheria & (Tdap) expires every 10 years.

TRAINING/COMPETENCY CREDENTIALS

GENERAL EXPECTATIONS & HOSPITAL SAFETY	Training provided by symplr at no cost and is available in the Online Training section of your account. A Certificate of Completion is provided when course is completed is passed.
BLOODBORNE PATHOGENS	Proof of annual Bloodborne Pathogens training is available from symplr and expires annually. symplr also accepts third-party proof of training – all certificates must include training completion date. NOTE: Letterhead dates are not acceptable.
OR PROTOCOL OR ASEPTIC TECHNIQUE TRAINING	Proof of OR Protocol or Aseptic Technique training is available from symplr – certified proof of training by other sources are accepted and must include training completion date.
HIPAA TRAINING	Proof of HIPAA Privacy Training is available from symplr – training expires every 2 years. symplr also accepts third-party proof of training – all certificates must include training completion date. NOTE: Letterhead dates are not acceptable.
PRODUCT & SERVICE TRAINING	A list or description of product and/or service training you have received from your company. Please provide a certificate of training or a letter on letterhead signed by your manager or supervisor.

VENDOR &/OR RELATED POLICIES

HOSPITAL POLICIES	Hospitals maintain their own policy requirements. Reps are required to review and sign the policies for each of their selected hospitals – policies are available in the rep account and can be reviewed and signed electronically.
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