

MAIMONIDES MEDICAL CENTER

CODE: PURCH-004 (Reissued)

DATE: August 18, 2017

ORIGINALLY ISSUED: July 23, 1981

SUBJECT: VISITING PROCEDURE AND REQUIREMENTS FOR SALE REPRESENTATIVES

I. POLICY:

Vendor access to all Medical Center areas, physicians offices and staff lounges will be controlled to ensure uninterrupted services and patient safety. All sales representatives must register with the Maimonides Medical Center Vendormate program and must wear the appropriate Vendormate ID badge at all times while on site. All vendor representatives must read, abide by and comply with the Maimonides Medical Center's Policies related to vendors on site.

The provisions contained in this policy related to sales representatives must be strictly followed. Repeated failure by the sales representative to adhere will result in termination of the vendor's relationship with the Medical Center.

II. PROCEDURES:

- A. All vendor representatives must register with the Maimonides Medical Center Vendor Program's on-line vendor system, maimonidesmed.vendormate.com
- B. Visits by sales representatives are by appointment only and such appointments are coordinated and scheduled by the person or department that the sales representative is visiting.
- C. All Vendormate ID passes are only good for the day and hours of the scheduled visit. The sales representatives must wear this pass at all times while on the Medical Center premises and no Maimonides Medical Center employee should meet with any representative who is not wearing a valid Vendormate ID.
- E. Entrance by sales representatives to the operating room suite area in order to observe surgical procedures is strictly prohibited except as outlined in Medical Center Policy, (reference hospital policy Prof.Surg -5)
- F. Product samples of any type including drugs or loaning of medical devices is prohibited except as provided in Medical Center Policy, (reference hospital policy PURCH-003).

III. CONTROLS:

- A. The Security Department will challenge all sales representatives not wearing an appropriate pass or ID, as indicated in this policy.
- B. Any violation of the Policy will result in a letter of complaint being forwarded to the responsible vendor by the Director of Material Management or his designee. Continued violations of this Policy will result in exclusion of the Representative from the Medical Center or termination of the vendor relationship.
- C. Department Heads and Chairmen will enforce the provision of this policy.



Kenneth Gibbs
President & CEO

REFERENCE: Prof. Surg -005, Purch -003
INDEX: Sales Representative, Visiting Procedure
ORIGINATING DEPARTMENT: Executive

PB/RN/ss