



Current Status: <i>Active</i>		PolicyStat ID: 2835822
Surgery Center of Munster LLC	Origination:	01/2008
	Effective:	01/2008
	Last Approved:	09/2017
	Last Revised:	09/2017
	Next Review:	08/2020
	Owner:	<i>Rebecca Rainey: Registered Nurse</i>
	Policy Area:	<i>Surgical Services</i>
References:		

Vendor Representative Access to Perioperative Services

PURPOSE:

To provide uniform policies and procedures for vendor access to staff, ensure compliance with policies for accessing direct patient care, and establish a safe environment for staff, patients, visitors, and physicians.

To provide a confidential environment for patient information to meet HIPAA requirements allowing access on a need-to-know basis only.

To initiate proper protocols for vendor representatives accessing the Peri-operative Departments, interacting with staff, physicians and/or patients.

To set guidelines for verifying that each vendor representative seeking access to the Facility has appropriate documentation on file within the department demonstrating their education, training, and other qualifications relating to the product and services to be rendered

To provide for vendor representative access while at the same time ensuring that there is a valid clinical or business need for services, products, or education offered.

POLICY:

The Facility will maintain a safe environment for all patients, employees and visitors by assuring that vendor representatives comply with appropriate regulatory and educational standards.

Vendor representatives accessing the Facility must adhere to this Policy and Procedure to access the Facility.

Vendor representatives are allowed access to the Facility with prior approval from the Director of Nursing or Designee.

Vendor representatives are required to sign up and log into Reprax/Sec3ure for every visit to the center. All required credentials for access to the facility can be located in Reprax and must be completed prior to entrance into the facility.

Vendor representatives are required to show that they are signed into Reprax/Sec3ure before being allowed access past the reception desk.

Vendors should have an appointment or approved visit prior to arriving at the Facility. Surgeons and other physicians can request a vendor representative's presence but it is the responsibility of the vendor representative to notify the Director of Nursing or designee prior to presenting to the Facility. If no appointment

is made there will be no guarantee of having a facility member available

- Vendor Representative will :
 - Complete the vendor credentialing provider's registration process through Reprax/Sec3ure.
 - Comply with all vendor credentialing provider's policies associated with documentation to be provided to complete the registration process
 - Comply with Facility policies for access to Protected Health Information (PHI).
 - Will wear printed badge from Reprax, or company name badge if Reprax badge is not available, at all times.
 - Approved vendor attire MUST be worn in the OR suites at all times. All attire must be returned when visit is complete.
- Vendor representative will follow Facility Vendor Representative Access Policy and Procedure.
- Vendor representative for pharmaceutical products must obtain a vendor pass and follow the following (same) guidelines:
 - Vendor representative will check in with appropriate departmental staff
 - Facility Staff will verify identity of vendor
 - Vendor representatives are not permitted in the physician lounges or patient care areas unless they have been granted permission by Director of Nursing or designee
 - Vendor representative will confine their activities to the designated case and/or staff appointment that has been approved.
- The Director of Nursing or designee will have final approval of vendor representative competency documentation.
- The Director of Nursing or designee will have final approval for requests for staff in-service education programs or other information to be presented.
- Any instrument sets required for a case, which need to be sterilized must be brought to sterile processing 24 hours prior to the scheduled procedure. Items brought into the facility the day of will not be sterilized for immediate use. Instruments must be signed in and counted with someone from sterile processing. When removing the instruments the same process must occur.
- Sales representatives are not authorized to open product to the sterile field
- All implants must match the operating room implant patient record and the patient charge sheet. Once your requisition is matched a purchase order will be provided. Any discrepancies must be addressed with the materials manager and administrator.

Resources

Connor, R. (2015). *Perioperative standards and recommended practices for inpatient and ambulatory settings* (Vol. 2015). Association of periOperative Registered Nurses. Denver: AORN Publishing Department.

Associated Documents:

Form – Vendor Enclosing Forms & Guidelines for Facility
Form – Vendor EOC LSMP.01 Guidelines
Form – Vendor EOC SCMP.01 Guidelines
Form – Vendor Orientation Binder Table of Contents
Form – Vendor Orientation Checklist
Form -- Vendor Appointment Log
Form – Vendor Visitation Checklist
Form – Vendor Visitor Sign in Sheet HIPAA

Attachments:

[Reptrax_Sec3ure_manual_check-in_setup_guide.pdf](#)

Approval Signatures

Approver	Date
Michelle Corner: Director of Nursing	09/2017
Michelle Corner: Director of Nursing	09/2017
Rebecca Rainey: Director or Nursing	08/2017

Applicability

Surgery Center of Munster LLC

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