

# GREENVILLE HEALTH SYSTEM POLICY AND PROCEDURES

## Manual of Policy Directives

POLICY NAME: Vendor Visitation

POLICY NUMBER: S-080-19

EFFECTIVE DATE: June 24, 2015

REVISION DATE: June 24, 2015

SCOPE: Mark "X" as applicable

	Adult Hospitals		Adult		Clinical Licensed
	Children's Hospital		Pediatric		Clinical Unlicensed
	MIPH		Inpatient		Non-Clinical
	UMG/PIH		Outpatient		Nursing Only
X	System-Wide				
	X	GHS Greenville Memorial Hospital			
	X	GHS Greer Memorial Hospital			
	X	GHS Hillcrest Memorial Hospital			
	X	GHS Laurens County Memorial Hospital			
	X	GHS North Greenville Long Term Acute Care Hospital			
	X	GHS Oconee Memorial Hospital			
	X	GHS Patewood Memorial Hospital			
	X	GHS Surgery Center - Spartanburg			
	X	Provider based facilities associated with GHS hospitals			

**POLICY STATEMENT:**

This policy is created to ensure that GHS Procurement and Sourcing policies and procedures regarding vendor visitation are applied consistently throughout Greenville Health System, and to provide purchasing and sales guidelines for vendors visiting within Greenville Health System.

**PROCEDURE:**

- I. The GHS Procurement and Sourcing department will coordinate with all appropriate vendor representatives, the hospital policies relative to the demonstration, education and procurement of product, equipment and services for all areas of the Greenville Health System.
  - A. Vendors visiting any Greenville Health System Hospital must be registered through the system's Third Party vendor credentialing program.
  - B. Vendors visiting any UMG Physician practices must be registered through the system's Third Party vendor credentialing program.
  - C. Vendors will be provided a guide of Greenville Health System policies and procedures relative to purchasing protocol, gift and gratuity guidelines and any related information.
  - D. All registered vendors approved for visitation within any Greenville Health System hospital or Physician Practice must agree to and comply with the system's Vendor Gift and Gratuities Policy for GHS Employed or Contracted Physicians (reference policy number S-080-21).
  - E. Vendors are to make their own appointments prior to arriving at Greenville Health System's facilities. The GHS Procurement and Sourcing Department and/or Material Services will not make appointments for a vendor for other areas of Greenville Health System.

- F. Vendors, when visiting Greenville Health System facilities, will park in the parking deck/lot designated for visitors at that facility, unless otherwise directed.
- G. All vendors, regardless of their product or equipment specialty, will sign in at designated vendor credentialing Kiosk at each hospital campus. Each vendor must print a current vendor/visitor badge to wear while visiting within the facility. Any vendor visiting any GHS/UMG, physician practice must check in with the Office Manager at each respective practice, prior to meeting with anyone.
- H. Service/Repair representatives and delivery personnel are not required to register, however, must have the appropriate company identification badge and report directly to the requesting location.
- I. Vendors visiting physicians will make their appointments with the physician's secretary or designee. The vendor will go directly to the physician's office and check in with the secretary or designee upon arrival.
- J. Vendor non-compliance will be reported either by written or electronic media to the Purchasing Manager and/or GHS Procurement and Sourcing Director.
- K. Greenville Health System Department Managers/Directors will advise all vendors who have not signed in, to report to the Materials Services Departments or designated area of the facility to sign-in and obtain a vendor/visitor badge.
- L. Upon completed scheduled appointment(s), the vendor will return to the sign in location to sign out and turn in their vendor/visitor badge.
- M. Department Managers, Directors and/or designees may request GHS Procurement and Sourcing to contact vendor about product, equipment and/or services. They also may contact the vendor directly; however, the appropriate purchasing staff member should be notified of any discussion relative to new products, equipment and/or services.
- N. All pharmaceutical representatives must adhere to GHS pharmacy policies.
  - \*See GHS Policy S-080-08 (Purchasing Policy)
  - \*See GHS Policy S-080-20 (Product and Equipment Evaluation)
  - \*See GHS Department of Pharmacy Services Policy 6010 (Guidelines for Pharmaceutical Sales Representatives)

**RELATED DOCUMENTS:**

S-080-08 (Purchasing Policy)

S-080-20 (Product and Equipment Evaluation)

S-080-21 (Computer System Acquisition)

GHS Department of Pharmacy Services Policy 6010 (Guidelines for Pharmaceutical Sales Representatives)