

# Physician MEMO

To | All Physicians

From | Elms Allen, MD, Executive VP, Medical Affairs  
Stephen Wallenhaupt, MD, EVP and Chief Medical Officer

Date | November 16, 2009

Re | Vendor Verification Program

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Last December you received a notification letter concerning the implementation of a vendor program that included a new policy regarding compliance to our security and occupational health requirements for immunizations to gain access to our facilities. This policy was developed with patient safety in mind and will enforce protocols for a more professional and consistent relationship with vendors. **Today we have about 800 vendors in the system but only have 30% compliance with our immunization and badge photo requirements.** Our intention is to give each of the non-compliant vendors 30 days to complete their requirements or they will no longer be permitted into Novant facilities.

The Novant Health Vendor Program allows us to maintain a repository of contact, financial, legal, and product information for our vendors; in addition to a platform for policy and documentation exchange. By a set timeline all existing vendors must be listed in the system in order to continue doing business with Novant Health. To be listed in the system, vendors need to complete a simple on-line form. After that, whenever vendors arrive onsite, they will sign in and receive a badge confirming why they are onsite and that their records are current.

**Your part in this program is simple.** If representatives approached you or your staff at any Novant Health facility without a badge confirming their compliance, cite hospital policy as why you cannot see them and ask them to come back when they have obtained a badge. To access this policy, please visit the link below. With the power of this program behind you, the Novant Health Vendor Program can give you even more control over who you see and when.

We appreciate your participation in this program. With full participation by all members of the Novant Health community and our vendor partners, our patients will enjoy increased comfort and security.

#### **Vendor Representative Policy and Visitation Guidelines**

[http://intranet.fm.novanthealth.org/policiesandprocedures/all\\_pp\\_bytopic/leadershipmanagementgovernancensglead ership\(ld\\_ma\\_go\)sectiona-100/administrative/nh/nh-ld-ad-120-vendors.pdf](http://intranet.fm.novanthealth.org/policiesandprocedures/all_pp_bytopic/leadershipmanagementgovernancensglead ership(ld_ma_go)sectiona-100/administrative/nh/nh-ld-ad-120-vendors.pdf)