



North Mississippi Health Services, Inc.

Purchasing Department

Policy #: 955-02

Title: Vendor Representative Policy

Rationale: To monitor and provide guidelines for the activities of vendor representatives within all North Mississippi Health Services, Inc., facilities.

Policy: Vendor representatives seeking contact with any NMHS hospital employee or NMHS patients are required to conduct their sales activities within the guidelines established in this policy, all guidelines and policies published on Reprax, as well as any other Federal or State laws governing vendor representative activities.

Procedure:

1. All vendor representatives are required to obtain a Premium (vs. Base) Reprax account and become credentialed in accordance with their individual type of facility access prior to accessing any NMHS facility. Vendor representatives can visit www.reprax.com for a complete list of requirements for all NMHS facilities and to complete registration and credentialing. This policy includes any and all types of vendor representatives, including third party agencies such as nursing home representatives, DME representatives, service technician representatives, delivery personnel accessing facilities beyond the loading dock (or Reception area if there is no loading dock), traditional sales representatives, etc.... An annual fee will be paid by the vendor company directly to Reprax for each individual representative's Premium Membership. NMHS receives no part of this fee.
2. Vendor representatives must check in and out upon each visit to each facility/department either at the Reprax kiosk for Hospital locations or at Front Office Reception areas in non-hospital locations. Vendors checking in at non-Hospital locations shall present their Reprax visit badge on their smart phone to the Receptionist for clearance to access the site. If the Vendor does not have a smart phone, NMHS Tupelo Purchasing should be contacted by the NMHS Reception staff to confirm the representative's Reprax credentialing. A manual log of these non-Reprax registered visits is to be kept at each facility. Vendors checking in at Hospital locations will check in at the kiosk provided at each facility and wear the printed Reprax

badge at all times while in the facility. Vendors who wish to access the NMHS Tupelo Surgery department may sign in at the Reprax kiosk in Surgery. Vendor representatives who wish to access the NMMC Tupelo Cardiac Catheterization Lab may sign in at the Reprax kiosk in the Catheterization Lab. All other requirements stated in paragraph (2) above are also applicable for these vendors. All vendors may check out with the Reprax smart phone text option, with the exception of those vendors that signed in manually after confirmation of Reprax credentialing with NMHS Tupelo Purchasing. Manual sign in also requires manual sign out.

3. After any sign out process is completed, the vendor representative will immediately depart the NMHS site and will not continue with any further business unless another Reprax access is requested and granted.
4. For NMMC Tupelo Main Unit visits, all vendors (except those noted in paragraph 2 above) shall check in at the Purchasing Department Receptionist between 8:00am CST and 4:30pm CST Monday through Friday. The Purchasing Department Receptionist will call ahead to confirm the appointment with the employee/department, as appropriate.

After hours Vendors shall check in at the Reprax kiosk in Surgery, which is available 24/7.

5. For pre-planned facility access after regular business hours, vendor representatives should contact the Purchasing department for prior arrangements at least 48 hours prior to the needed access date - this includes any visits for product in-services.
6. All NMHS employees are to ensure that vendor representatives presenting to do business have the appropriate Reprax facility access badge when arriving for their appointment. If the vendor representative does not have a Reprax facility access badge for the exact date/time of the visit, then the vendor representative should be asked to leave the facility immediately without conducting any type of business.
7. Appointments with non-NMHS employed physicians will be made directly with that physician's office.
8. Vendor shall present all product samples, supplies, or equipment for evaluation to NMHS Tupelo Purchasing prior to any product evaluation, with the exception of Pharmaceuticals. Effective May 1, 2018 sales activities for new, non-formulary or formulary

medications must be confined to the facility Pharmacy Department. All sales activities including, but not limited to medications, approval of formularies, or the contacting of members of the Pharmacy and Therapeutics Committee to review the pending approval of formularies must be coordinated through the Director of Pharmacy. Samples of medications or medication-related devices may only be dispensed through channels established by the facility Pharmacy Department. Training on medications will be performed by the Pharmacy Department. Pharmaceutical sales reps will no longer host meals (such as lunch and learn) within any of the hospitals.

9. In the case of equipment trials or evaluations, a trial or evaluation agreement must first be approved by NMHS Tupelo Corporate Counsel. Additionally, a no charge Purchase Order is required for the shipment of all such evaluation or trial product. N/C purchase orders should be requested in Peoplesoft by the department, and issued by Purchasing. Shipments arriving without purchase order numbers will not be recognized as authorized shipments, and may be refused at the dock. Any equipment approved and brought onsite must first be inspected by NMHS Tupelo Bio-Medical Services prior to evaluation use.
10. All vendor representatives will conduct themselves in a professional manner while onsite and/or communicating with hospital staff or patients.
11. Vendor representative may not extend to any employee, nor to any employees' family member, any personal gift or favor having a value of more than \$50.00 USD. Such a gift may be extended by the vendor representative and ethically accepted once annually by an employee only if the gift would not influence, or reasonably appear to others not to be capable of influence.
12. Vendors will not ship any product or equipment to any NMHS facility without an NMHS authorized Purchase Order. Any and all purchases for tangible goods must first be assigned a PO# by the NMHS Tupelo Purchasing Department. Shipments that are not accompanied by an authorized PO# are not valid, any associated invoices will not be paid by NMHS, and shipments shall be refused at dock locations.
13. **Any vendor representative that is also employed (full time, part time, or PRN) by any NMHS, Inc., corporation shall report these dual roles to the NMHS Tupelo Director of Purchasing.** "Vendor representative" in this sense shall be defined as individuals who: (1) ...own their own business and are

soliciting, or currently conducting, a business relationship with any NMHS, Inc., corporation; or (2) ...are employed by or represent a corporation and are soliciting, or currently conducting, a business relationship with any NMHS, Inc., corporation; or (3) ..., regardless of the type or existence of an employment relationship, are paid a sales commission by an individual or a corporation as a result of any business related sales transactions conducted by said corporation and any NMHS, Inc., corporation.

Prior to calling on any NMHS facility as a vendor representative, this dual role relationship requires approval of the NMHS Vice President of Human Resources and the NMHS Vice President of Corporate Supply Chain. The NMHS Director of Purchasing shall request said approval on behalf of the vendor representative. If approval is granted, a written instrument will be prepared and sent to the vendor with a copy to NMHS Corporate Counsel. If approval is denied, the vendor representative shall be notified.

This policy is immediately in effect retroactively for all individuals who have previously served these dual roles and wish to continue to do so.

At a minimum, the individual approved to serve these dual roles shall:

- A. Insure that any and all facility access is strictly commensurate with the individual's role at the time of facility access – i.e. when fulfilling NMHS employee responsibilities, access the site according to NMHS employee policy. When presenting as a vendor representative, access shall be according to the NMHS Vendor Representative Policy. The employee role and the vendor representative role must stay clearly defined and divided.
- B. Any individual serving these dual roles is expressly prohibited from selling any product or service to those individuals, including Physicians, with whom they work or communicate with while serving as an employee of NMHS, Inc. Further, leveraging the NMHS employee role in any

manner in order to garner sales at any NMHS facility is strictly prohibited.

Vendor representatives who fail to adhere to these policies risk having their rights to call upon NMHS, Inc., facilities terminated.

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