

Engagement Requirements for Vendors

Administrative Policies & Procedures

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Status: Approved and Released

General Description

Purpose: To establish minimum clearance requirements for certain vendors including health, background screenings and orientation attendance. To ensure compliance with the requirements established by federal and state regulations as well as those set forth by accrediting agencies, such as The Joint Commission.

Scope: All members of the Meridian Health workforce who have business relationships with vendors as defined in this policy, business associates, vendors and contractors.

Policy: **Vendors seeking to do business on site with Meridian Health shall:**

- Complete the prescribed requirements related to background checks, health screening and orientation as noted in the "Vendor Requirements" document - attachment to this policy.
- Adhere to Meridian's requirements on Identification Badges and Sign In Procedures as defined in policy" .Vendor Access to Sites [Vendor Access to Sites MH-MMGT-0002](#)
- Maintain the confidentiality of information about Meridian patients, employees, organization, strategies and operations.
- Adhere to all applicable Meridian Code of Conduct and Compliance Policies as well as all applicable regulations, including but not limited to the "False Claims Act", the "Deficit Reduction Act" as set forth in "Vendor Information" found on the Meridian website: <http://www.meridianhealth.com>. (Scroll down to the bottom of the page to find "vendor information.")
- Promptly notify Meridian Health of the voluntary or involuntary termination of individuals authorized to perform on site services on their behalf
- If applicable, agree to adhere to all policies and procedures related to the use of Meridian Information Systems

DEFINITIONS for the purposes of this policy are as follows:

Confidential Information (Meridian Information)

Information that is considered sensitive business information and is created by or for Meridian Health or its subsidiaries and/or contractors, which includes any and all information related to present or former patients, team member records and information, ideas, inventions, donor information, cost and pricing information, confidential financial data, research data, strategic information, and information specifically marked as privileged or confidential. Confidential Information can be written and contained in a document, electronic and contained in a computer program or system, as well as spoken or oral. Refer to MHS-PRI-0037 Transmission Security Policy. Publicly available information is not confidential information.

Vendor

A third party contracted or otherwise permitted to perform a service on site at a Meridian

Health facility, such as equipment technicians, valet parking staff, construction personnel, contracted service personnel, physician office employees, pharmaceutical representatives, and sales representatives.

Direct Patient Care Provider

A team member who provides treatment or other clinical care to patients as an essential function of their job, including but not limited to all categories of the Medical and Nursing Staff, and Respiratory, Occupational and Physical Therapy Staff.

Indirect Patient Care Provider

A team member which has a presence in Patient Care Areas, but does not provide treatment or other clinical care and may interact with patients as an essential function of their job, including but not limited to building maintenance/engineering, food services, housekeeping, laboratory, pharmacy, sterilization services, Health Information Management staff, Biomedical device maintenance and calibration services.

Patient Care Areas

Areas where a patient is treated either directly such as a Medical/Surgical Unit, Intensive Care Unit or any other floor with patient rooms, beds or examining rooms as well as the corridors, meeting rooms and common areas contained therein, excluding areas accessible without thoroughfare through treatment areas.

Engagement Process

Process by which a vendor is chosen by Meridian team member to perform the services requested by Meridian. The process may include a request for proposal ("RFP"), a proposal, and a statement of work and/or a contract.

Procedure: 1. Patient Contact Category Vendors *

The engagement process (RFP, contract review, proposal design/signature) shall include:

- Completion of all requirements set forth in "Vendor Requirements" - attachment to this policy
- Completion of requirements set forth in policy '[Compliance Program Exclusion/Sanction Review Process, MH-COMPLY-0006](#)' .
- Orientation as required for team members as outlined in policy '[Traditions & Leadership Fundamentals, MHS-HR-01-2211](#)', policy '[Departmental Orientation, MHS-HR-01-2212](#)', and policy '[Agency Nurses: Requirements and Orientation, MH-NUR-ADM 0015](#)' or other requirements as defined in the contract for services or Statement of Work.

IMPORTANT NOTE: Departments which engage or interact with vendors who, with the exception of being involved in the delivery of patient care, fall into the direct patient care category are required to develop written policies and procedures governing orientation and sign in processes. This category may include External Case Managers, Service Professionals, such as Lactation or other counselors provided by the Department of Health or other such sources Television Rental Staff.

2. Visitor Category Vendor

The engagement process shall include:

- Adherence to the vendor sign in procedures and ID card issuance as set forth in "Vendor Requirements" - attachment to this policy and policy '[Vendor Access to Sites MH-MMGT-0002](#)' .

3. Medical/Business Record Category

The engagement process shall include:

- Adherence to vendor sign in procedures and ID card issuance set forth in "Vendor Requirements" - attachment to this policy and policy '[Vendor Access to Sites, MH-MMGT-0002](#)' .
- Execution of a Non Disclosure Agreement.
- At all times be under the direct supervision of a Meridian Team Member involved in the engagement of the vendor.

4. Law enforcement officers

Shall follow processes as outlined in the Forensic Patient Policy and will receive and be responsible for adherence to guidelines in the Forensic Patient Booklet

*** Meridian Health may establish additional requirements for vendors in areas determined to be high risk.**

Attachments

Vendor Access to Sites MH- MMGT- 0002

[\\jsusrfs01\jsusers\$\LHollinger\My Documents\ZAVANTA\Vendor Access to Sites.htm]

Vendor Requirements. EXHIBIT.2014

[\\jsusrfs01\jsusers\$\lhollinger\My Documents\ZAVANTA\Vendor Requirements EXHIBIT 2014 REVISED 9 3 14 final.pdf]

Compliance Program Exclusion/Sanction Review Process

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Traditions and Leadership Fundamentals

[\\jsusrfs01\jsusers\$\lhollinger\My Documents\ZAVANTA\Traditions and Leadership Fundamentals.docx]

Agency Nurses: Requirements and Orientation

[\\jsusrfs01\jsusers\$\lhollinger\My Documents\ZAVANTA\Agency Nurses Requirements and Orientation.docx]

Department Orientation

[\\jsusrfs01\jsusers\$\lhollinger\My Documents\ZAVANTA\Departmental Orientation.docx]

Related Documents

The following is a list of other documents related to the current document. Changes you make to the current document may affect the documents listed.

Materials Management - Policy & Procedure

MH-MMGT-0002

Vendor Access to Sites

Revision History

- v2:** 09/26/2008
Cited certain regulations by name

- v1:** 05/24/2007
Document Created

- v3:** 03/12/2014
In review

- v1:** 04/02/2014
Attachment changed to MH-MMGT-0002 - Vendor Access to Sites

Authorization History

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Executive Vice President and Chief Operating Officer, Meridian Health

Date Approved:

05/24/2007