
WYOMING MEDICAL CENTER

POLICY

SALES REPRESENTATIVE ACCESS POLICY STATEMENT

To establish guidelines to govern the activity of all sales representatives who currently or potentially wish to conduct business with Wyoming Medical Center (WMC) and the Medical Staff. Sales Representatives include those individuals who market products or services to the institution.

Requirements

- 1. This policy identifies the process that must be completed before a Sales Representative is eligible to conduct business of any kind at WMC, and those processes that apply during the period of time the individual is conducting business. The individual must be in good-standing with WMC.*
- 2. All sales representatives must make an appointment with the department representative. Contact list is attached.*
- 3. Sales representatives will not be allowed in the hospital before 6:30 a.m. and after 4:30 p.m. unless prior arrangements have been made for such activities with the department representative.*
- 4 All sales representatives **must present identification and sign in** at the Security desk at the 2nd Street / ER entrance to the hospital. **No exceptions.** If a representative fails to check in they will be asked to leave the department and return to the Security desk to check in. Failure to comply will result in loss of privileges for access to WMC. The representative will also sign out at the Security desk and return their badge when leaving the premises.*
- 5. All sales representatives must complete a non-employee application as a first step to gaining access to WMC. This application must be done in advance to gaining access to WMC. This application can be obtained at the Human Resources department or on the WMC website. Human Resources hours of operation are from 8:00 a.m. until 5:00 p.m.*
- 6. WMC strives to provide high quality, safe patient care. To this end we classify sales representatives into three categories based on scope of service, patient contact, competency and*

training requirements and health risk. These three categories are: “low”, “medium” and “high” risk. (See Attachment A). At the time the application is returned to Human Resources, the sales representative will complete a questionnaire and the risk level is assigned.

A. If the risk level is determined to be low, the sales representative will be issued appropriate paperwork and must complete the low level education requirements. (See attachment ____). Once the appropriate documents are signed, a one-day vendor badge will be issued. This badge must be worn at all times while in the facility. The documents will be entered into a centralized computer file and will be accessed at each sign-in to verify individual compliance over a one-year period.

B. If Human Resources determines the risk level to be medium or high, the sales representative will be required to meet additional education requirements. (See attachment ____).

*C. All sales representatives will receive a copy of WMC Code of Conduct, Service Excellence Standards, HIPPA regulations and patients rights. A WMC confidentiality statement **must** be signed. Failure to comply with any of these regulatory, WMC specific requirements and the Corporate Compliance Policy will result in permanent withdrawal of privileges at WMC.*

D. Upon arrival to the department for the initial visit, all sales representatives must report to the charge person or supervisor for a basic department orientation; which includes fire exits, extinguishers, pull alarms and codes. Representatives must comply with department-specific requirements for scope of access within the area.

E. Education profiles for sales representatives will be stored in Human Resources and a copy in the WMC department where access was approved. Completion of the required education will be documented in the centralized computer file.

7. Privileges for access to WMC must be granted annually. The sales representative is required to re-submit an application and all required documentation on an annual basis. Sales representatives will also be evaluated upon cooperation and compliance with WMC policies. Noncompliance or violation of policy may result in permanent loss of privileges at WMC.

8. Sales Representatives will be provided with additional area- specific criteria to include Operating Room, Cath Lab, Radiology, Pharmacy, Information Services and Materials Management.