

INFORMATION SERVICES VENDOR POLICY

Effective Date: July 1, 2004

The Wyoming Medical Center Information Services Department strictly adheres to the WMC housewide vendor access policy. In addition, vendor access to the Information Services Department and/or its management and personnel will be by appointment only. Vendors requesting appointments may address their request to the Chief Information Officer, IS Applications Manager or IS Technical Manager. In no case may an appointment be scheduled by any other IS staff.

Appointments will only be granted when the vendor is offering a service or product that is directly linked to the WMC Information Technology Strategic Plan or other project specifically identified by WMC Administration, The WMC IT Steering Committee or WMC IS Department Management.

Vendor presentations of specific software, hardware or services will only be allowed when the vendor has been invited by the WMC IT Steering Committee or the WMC Chief Information Officer. Other WMC Staff and physicians are prohibited from allowing and arranging IT vendor presentations. Should they wish to have a vendor presentation, they are required to submit their request to the IT Steering Committee along with the appropriate business plan per the IT Steering Committee policies and procedures.