

Effective December 2004

RE: Sales Representative Protocol for all areas in Wyoming Medical Center

Dear Vendor:

Wyoming Medical Center's mission is to provide high quality, cost effective patient care. We recognize that Sale Representatives can play an important role in achieving this goal. Wyoming Medical Center has established policies and protocols to promote a productive and beneficial working relationship as well as a safe, secure and confidential environment for our patients. These protocols apply to all Materials Management areas, as well as making Material Management your first stop to discuss product trials, new products, etc. for each department house wide.

It is imperative that the policies and protocols for supply and equipment acquisition are adhered to. All supplies, instruments, and equipment entering or leaving Wyoming Medical Center must be tracked through the Director of Materials whether requested by a physician or a hospital employee. This includes any products requested for evaluation purposes only.

Attached is a list of protocols that are now in effect. Non-compliance with any of these vendor policies will result in Wyoming Medical Center assuming no responsibility for payment of products used, lost, damaged, and may lead to vendor restrictions in all departments. **If you currently have access to Wyoming Medical Center, you will need to reapply before the December 1, 2004 deadline.**

In addition, you will find that some departments, for example Peri-Operative Services, Cardiopulmonary, Cath Lab, Information Services, Pharmacy, Materials Management, etc. have a separate procedure with specific guidelines for their areas. It is imperative that you know what these are prior to contacting them for service.

Thank you for your support of Wyoming Medical Center's mission to high quality, cost-effective patient care.

Sincerely,

Pam Fulks, President and CEO
Wyoming Medical Center