

**ALLEGHENY GENERAL HOSPITAL**  
**Pittsburgh, Pennsylvania**

**Policy Manual No. 8490**  
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**SUBJECT:           VENDOR REPRESENTATIVE VISITATION**

**DATE:               May 12, 2009**

This policy rescinds any previous publications covering the same material

I.     PURPOSE

Allegheny General Hospital (AGH) acknowledges the importance of bringing together vendors and the AGH product user community for the purpose of exchanging information, knowledge and opportunities relevant to providing quality products, services, and technologies.

The purpose of this policy is to ensure compliance regarding identification, access, security, and control of Vendor Representatives visiting Allegheny General Hospital facilities.

SCOPE

This policy applies to all AGH Personnel and directly applies to all Vendors. This policy also supplements the existing WPAHS policies below:

Vendor Interaction Policy  
Vendor Conduct Policy  
Vendor Operation Policy

In all cases where this policy is more restrictive than the above policies, this policy shall prevail.

POLICY

It is the policy of AGH to govern vendor activity while on campus to ensure representatives have meet WPAHS credentialing requirements; check in and out at designated VendorStat locations prior to and at the conclusion of a visit; have an appointment prior to visiting with staff; and wear a VendorStat or hospital provided ID badge at all times while on campus.

Vendors must have WPAHS credentials to visit the organization;  
Vendors must check in and out at a VendorStat location;  
Main Campus: Primary: Snyder Lobby; Secondary: Security Department  
Suburban Campus: Primary: Materials Mgmt; Secondary: OR

- Vendors must have an appointment;
- Vendors are required to wear in plain sight a VendorStat or other hospital issued ID badge at all times while on campus;

AGH faculty and staff will not visit with vendor representatives that have not followed this policy and will direct the vendor representative to a VendorStat check in location for processing.

Violation of this policy will subject the vendor representative and/or company to progressive discipline action as follows:

First Offense - verbal and written warning to vendor representative / corporate office.

Second Offense - suspension of vendor representative/company visitation privileges for six months.

Third Offense - suspension of vendor representative/company visitation privileges for one year or month and review of multi-source products obtained from the Vendor for conversion.

### III. RESPONSIBILITY

- A. The Director of Corporate Contracting, AGH Pharmacy, AGH Materials Management and AGH Security Department at both campuses are responsible for establishing procedures consistent with this policy.
- B. The Director of Corporate Contracting, AGH Pharmacy, AGH Materials Management and AGH Security at both campuses are also responsible for implementing and maintaining specific vendor representative control procedures.
- C. AGH faculty and staff are responsible for enforcing policy compliance by directing vendors to the designated registration area and immediately reporting any violation of this policy to the Director of Corporate Contracting/Pharmacy, AGH Materials Management or AGH Security Department at either campus.