



POLICY TITLE: Supplier Relations

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SUMMARY & PURPOSE:

This policy is designed to ensure proper supplier support, minimize disruptions to operations, maintain safety, confidentiality guidelines, and track regulatory compliance.

POLICY:

The intent of this policy is to provide an overview of the conduct expected of visiting supplier representatives who visit any Baptist Health South Florida property. Suppliers are expected to comply with Baptist Health South Florida policies and procedures. All suppliers will be asked to attest to reading this policy via our supplier portal, on the Baptist Health website. Although individual departments may have additional guidelines, this policy sets the minimum and uniform requirements of all business relations with Baptist Health South Florida or its affiliates. Suppliers must check in with any departments they visit for additional requirements.

Purchasing Philosophy:

Baptist Health South Florida always endeavors to purchase goods and services required to fulfill its charitable mission prudently, fairly, and cost-effectively. Accordingly, it is the policy of Baptist Health South Florida that no person may participate in any purchase decision who has a real or perceived conflict of interest. Additionally, goods and services may not be purchased from a member of the governing Board (or a family member of the Governing Board) that has an employment of financial interest. Equally rigid purchasing conflict of interest policies apply to all members of Baptist Health South Florida management and its physicians.

In discharging its responsibilities to purchase goods and services prudently, fairly, and cost-effectively, Baptist Health South Florida will seek to purchase goods and services that provide the greatest value to the organization and its patients, all things being equal. We have a preference to purchase goods and services from local, state, or national organizations that have a strong local presence. We insist on doing business with organizations that seek to comply with all federal, state, and local laws. Finally, we have a bias to do business with organizations that operate in a socially responsible manner including providing reasonable health insurance options for their employees.

Baptist Health South Florida has very high expectations of its suppliers and business partners. We expect the highest level of ethical behavior. While the goal is to bring value to BHSF, it must be done with a superior level of integrity, professionalism, and honesty.

Vendormate has been selected as the company used to credential supplier representatives who visit Baptist Health South Florida. The partnership with Vendormate allows for background checks, vaccination records, and training competencies for supplier representatives. In addition, Vendormate provides Baptist Health South Florida with relevant business information, such as bankruptcies, liens, sanction notices, judgments, credit score, balance sheet data and public trading status for supplier companies.

Each supplier representative visiting Baptist Health South Florida will be required to register with Vendormate and create



a vendor profile within the web-based system. Supplier companies and their employees will need to sign in and out upon each visit, as well as provide a destination and purpose for their visit. Vendormate sign-in stations will be available at all facilities to enable the registration and checking-in process. Below is further information on Vendormate sign-in station locations.

Personnel Involved in the Process:

All employees, physicians, board members and suppliers.

Renewal/Review:

This policy will be reviewed every two years or whenever a significant procedure changes.

SCOPE/APPLICABILITY:

This policy applies to all departments within Baptist Health South Florida and staff who may have dealings with outside suppliers.

PROCEDURES TO ENSURE COMPLIANCE:

1. **Arriving:** All supplier representatives wishing to visit or provide services must first register with Vendormate and continue using Vendormate to sign in on subsequent visits. If the Vendormate sign-in stations are not functional, suppliers must sign in at the respective Supply Chain Service or Facilities location.
 - A. Baptist Hospital of Miami - Vendormate sign-in stations locations: main lobby entrance, MCVI lobby (2 stations available), Engineering Central Energy Plant entrance and next to the credit union.
 - B. Miami Cancer Institute - Vendormate sign-in station located in the main lobby.
 - C. South Miami Hospital - Vendormate sign-in stations located in main lobby, Facilities Help Desk entrance, and Construction Management office.
 - D. Doctors Hospital - Vendormate sign-in stations located near the main lobby and inside Facilities Management office.
 - E. Homestead Hospital - Vendormate sign-in stations located in the main lobby and Facilities Management Office.
 - F. Mariners Hospital - Vendormate sign-in station located in the main lobby.
 - G. Fishermen's Hospital - Vendormate sign-in station located in the main lobby.
 - H. West Kendall Baptist Hospital - Vendormate sign-in stations located at the Concierge Desk in the Main Lobby and Supply Chain Loading Dock.
 - I. Doral Hospital - Vendormate sign-in station located in the main lobby.
 - J. Boca Raton Regional Hospital - Vendormate sign-in stations located in the main lobby and Supply Chain entrance.
 - K. Bethesda East Hospital - Vendormate sign-in stations located in the main lobby, operating room entrance, and facilities entrance.
 - L. Bethesda West Hospital - Vendormate sign-in station located in the West Loading Dock.
 - M. Baptist Hospital Medical Arts Surgery Center - Vendormate sign-in station located in the Surgery Center lobby.
 - N. South Miami Medical Arts Surgery Center - Vendormate sign-in station located in the Surgery Center lobby.
 - O. All other Baptist Health South Florida Outpatient Facilities - sign in using the Vendormate application and present digital badge to the Office Manager or Security Officer at that site.
2. **Appointments** must be made prior to visiting any departments or personnel. Departments initiating appointments with vendor representatives should schedule appointments during their hours via Vendormate system portal. Drop-in appointments are not permitted. For visits that are required before or after hours, vendor representatives must secure prior approval of the department being visited and must report to the Vendormate station to print their badge.
3. **Requirements:** Upon arrival at any Baptist Health South Florida location, supplier representatives must (1) Register/sign-in and print a vendor badge at the Vendormate station. This badge must be visibly worn at all times when on Baptist Health South Florida property. (2) We respectfully ask that all representatives conduct themselves in a professional and ethical manner, dress code is enforced at all times and no shorts, denim or t-shirts with offensive logos are permitted. (3) Supplier representatives should confine their activities to non-patient areas at all times with the exception of in-services or other educational activities that have been authorized and coordinated through Supply Chain Services and clinical staff. Physicians requiring vendor presence as a technical advisor during surgical cases or any invasive procedure may have such presence only after the supplier representatives attested to reading the "Pledge to Protect Patient Confidentiality" or have signed it, and have met any other requirements of the department such as specialty credentials and



competencies from their respective companies, including but not limited to, proof of negative PPD or CRX and completion of our safety/HIPAA/infection control paperwork. Supplier representatives may not participate as technical advisors during surgical cases or invasive procedures when the patient is a family member of that supplier representative. Failure to disclose the relationship prior to the case will be seen as a direct violation of Baptist Health South Florida policy, and disciplinary actions will be enforced. (4) Abide by instructions given to them by Baptist Health South Florida staff in case of an emergency, code, or any type of disaster. (5) As requested by Supply Chain Services or departments being visited, present documentation of training records and or technical training certification specific to the supplier's products, equipment or devices presented.

- 4. Introducing products:** Suppliers wishing to introduce products or services who are not an established supplier currently doing business with Baptist Health South Florida need to complete the Baptist Health South Florida vendor registration forms by visiting the Baptist Health website, under For Vendors link. Results of any such requests will be determined entirely on the needs and goals of Baptist Health South Florida. While on any of the Baptist Health South Florida campuses product samples are never to be left in departments unless approved through Supply Chain Services. All product trials are coordinated through Supply Chain Services and the various Baptist Health South Florida product review committees. No new products will be used without prior in-servicing and approval.

Baptist Health South Florida employees and their families will not give or receive gifts, other than of nominal value from any person doing business with, seeking to do business with, or competing to do business with Baptist Health South Florida. A non-cash gift, discount, or entertainment of less than \$150.00 per occurrence, with annual total value not to exceed \$300.00 to or from the same source, will be considered nominal. No cash or cash equivalents (gift certificates, gift cheques) in any amount will be accepted by Baptist Health South Florida employees.

SUPPORTING/REFERENCE DOCUMENTATION:

N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

BHSF Administrative Policy: 5075 Policy Prohibiting Harassment & Discrimination

BHSF Administrative Policy: 5100 Workplace Violence

BHSF Administrative Policy: 204.10 Entering into Agreements with Third Party Contractors

BHSF Administrative Policy: 204.30 Violations of Terms of a Business Associate Agreement by Third Party Contractors

BHSF Administrative Policy: BH-10000-66490-3001 Visitor Access Management Plan (including Fast Pass and Vendormate)

BHSF Administrative Policy: 680.21 Mandatory COVID-19 Vaccination for Workforce Members

BHSF Administrative Policy: 680.11 Mandatory Influenza Vaccination

BHSF Administrative Policy: 1150 Independent Contractors

BHSF Administrative Policy: 602.10 Training - Corporate Privacy Office

BHSF Administrative Policy: 250 Patient Safety

BHSF Administrative Policy: 820 Appropriate Discipline for Compliance Program Violations

BHM Administrative Policy: 581.00 Infection Prevention/Control Practices

Pledge to Protect Patient Confidentiality Conflict of Interest

Supplier Business Profile

Code of Ethics

ENFORCEMENT & SANCTIONS:

All management and supervisory staff in Supply Chain Services will enforce the supplier guidelines. If a Baptist Health South Florida staff member does not insist that a supplier follow this policy, it may be reported to the individuals Manager, Vice President or to the Corporate Compliance office.