



Stony Brook Medicine Administrative Policy and Procedures

Subject: HR0031 Vendor Credentialing Management System	Published Date: 08/07/2020
Human Resources	Next Review Date: 07/04/2022
Scope: SBM Stony Brook Campus	Original Creation Date: 10/06/2010

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Responsible Department/Division/Committee:

Supply Chain Management

Policy:

Company representatives are required to utilize the Vendor Credentialing Management System prior to access to patient care areas.

Definitions:

Vendor – A licensed corporation authorized to conduct business in New York State, which provides equipment, devices or durable medical equipment to and which employs or contracts with individuals to provide certain services to purchasers of such equipment, devices or durable medical equipment.

Company representative – Qualified individual employed by or under contract with a vendor to provide certain technical, consultative, observation or instruction services to purchasers of vendor’s equipment, devices or durable medical equipment and who has special training to provide such service.

Direct supervision - A physician must be present in the section of the facility that the procedure is being performed and is not concurrently encumbered by responsibilities that would preclude the physician from responding to a request for assistance within a timeframe that poses no risk to the patient.

Procedures:

1. All company representatives wishing to do business with Stony Brook University Hospital (SBUH) are required to register with the hospital’s vendor credentialing management system (e.g. SEC³URE).
 - a. Company representatives check in and obtain a valid badge at the kiosk located in various entrance points in the hospital prior to entry to the facility.

- b. Company representatives are granted access based on the level of membership as designated in the vendor credentialing management system.
2. For the protection, safety and privacy of patients being treated by facilities at SBUH or its outpatient facilities, the hospital's requirements must be met *prior to* any company representative's interaction with patients, employees, doctors or any other staff. Obtaining a badge from the vendor credentialing management system validates the vendor's presence in the Hospital.
3. All company representatives are required to abide by the SBUH policies and guidelines including, but not limited to, those pertaining to:
 - a. Access to SBUH facilities;
 - b. Corporate Compliance Code of Conduct;
 - c. Conflict of Interest;
 - d. Gifts;
 - e. Infection control;
 - f. Hand hygiene;
 - g. Attire.
4. Company representatives are required to maintain complete patient confidentiality and are prohibited from discussing patient information with anyone apart from the patient's care team, and then only as applicable.
5. A Business Associate Agreement (BAA) must be in place with any vendor who either receives, stores, creates, has access to, uses or discloses a Stony Brook patient's Protected Health Information (PHI). To obtain a BAA, the vendor is required to contact the Hospital Purchasing Department.
6. All vendors conducting business with SBUH are required to maintain and provide, upon request, the requirements set forth which are specific to each vendor as delineated upon check-in in the vendor credential management system. The requirements include, as a minimum, the following:
 - a. Comprehensive infection control training, including training on OSHA Blood-borne Pathogen Regulations. The training program must fulfill all requirements as defined in New York State and federal laws and regulations governing this topic. The vendor agrees to maintain documentation on each company representative confirming that such training took place annually, and provides confirmation upon request.
 - b. Proof of the health status of the representative(s) which includes the following:
 - i. Annual Physical Examination;
 - ii. Proof of immunity to measles, mumps, rubella, and varicella (as indicated by positive titers or required vaccinations);
 - iii. Proof of three (3) Hepatitis B vaccinations regardless of titer level. (If no proof of vaccinations for Hepatitis B, must sign a declination indicating the reason for declination);
 - iv. Proof of 2 Hepatitis A vaccinations if handling food;
 - v. Tuberculosis screening – Two-step PPD: Both PPDs must be within the previous year but one must be within 3 months prior

to registering with SEC³URE for the first time. Thereafter there must be evidence of a negative PPD within 12 months.

- vi. Tdap (tetanus, diphtheria and pertussis) is not required but recommended.
- c. Documentation of a comprehensive training program ensuring competency of the representative(s) in the equipment they are working with or training personnel on. Vendors are required to certify competency of all their representatives working within the facility. An outline and course syllabus of any competency-training program is to be furnished to the facility. SBUH reviews these documents to ensure that the training program meets its training requirements.
- d. Proof of current licensure, registration or certification if applicable, as certified by the New York State Education Department On-line License Verification web site or the New York State Department of Health web site.
- e. In connection with the vendor's conduct of business with the facility, all vendors are required to maintain, at their own expense, comprehensive general liability insurance with minimal limits of \$1,000,000 per occurrence and \$3,000,000 aggregate. All vendors are required to provide evidence of such comprehensive general liability insurance by providing current certificates of insurance, which lists SBUH as an additional insured on such policies. Such insurance requires thirty (30) days prior written notice to the SBUH in the event of termination, cancellation or material change in any such policy.
- f. Evidence of Worker's Compensation Insurance.
- g. I-9 document verification that the representative is legally employed by the vendor.
- h. A criminal background check. The vendor company provides an attestation to SEC³URE that their representative has not been convicted of a felony.
- i. An attestation to SEC³URE that the representative is not listed on the Federal Bureau of Investigation National or State Sex Offender Registry.
- j. Documentation from the Office of Foreign Assets Control (OFAC), the Department of Health and Human Services Office of Inspector General (OIG) list of Excluded Individuals and Entities (LEIE), The U.S. Government's System for Award Management (SAM) and the New York State Office of Medicaid Inspector General (OMIG) to make certain that the vendor has not been excluded from doing business with Medicare or Medicaid. Verification is to be completed monthly from the date of initial documentation.
- k. All company representatives are required to carry a current license, registration or certification if applicable and personal and company identification while working at the facility. Company representatives are required to carry proof of the aforementioned documentation at all times while working within SBUH. The representatives are required to produce all or portions of the documents upon request at the facility. SBUH periodically requires the vendors to produce upon

request the above-mentioned items for specific company representatives.

- i. Company representatives are required to certify that they have read and agree to comply with the Stony Brook University Hospital policies as listed in the vendor credential management system (refer to [Vendor Credentialing Requirements](#) reference).

7. Limitations

- a. Medical equipment vendors are prohibited from directly participating in clinical services, such as scrubbing in for procedures. Their activities are limited to operation of medical equipment and preparing devices for clinical use under the direction of the physician.
- b. Company representatives from manufacturers of cardiovascular equipment and devices will be permitted to conduct educational presentations to physicians, nurses, nurse practitioners, physician assistants and technicians in the areas designated for such.
- c. Company representatives/vendors are not to enter patient care areas except as required by duties specified by currently active contract with SBUH.
- d. Company representatives/vendors are not to interact with patients and/or participate in direct patient care except as follows:
 - i. In the Operating Room (OR) suite when cleared through the OR Administration office;
 - ii. Electrophysiological implantable device (e.g. pacemaker) company representatives (perform device interrogation at patient bedside with order of and under the direct supervision of an authorized provider);
 - iii. Certified orthotists (currently in contract with SBUH);
 - iv. Representatives of the hospital's designated organ procurement organization (to provide consultation and clinical support related to obtaining consent and organ recovery in accordance with CMS regulations and [RI0029 Organ Donor Requests/Deceased Organ Procurement](#));
 - v. Infant photographers;
 - vi. Intraoperative neurophysiologic monitorists.

Forms: (Ctrl-Click form name to view)

None

Policy Cross Reference: (Ctrl-Click policy name to view)

[RI0029 Organ Donor Requests/Deceased Organ Procurement](#)

[LD0109 Gifts](#)

[LD0101 Conflict of Interest](#)

[LD0039 Corporate Compliance Code of Conduct](#)

[LD0104 Exclusion Screening](#)

Relevant Standards/Codes/Rules/Regulations/Statutes:

TJC EC.02.01.01 EP 7

References and Resources:

[Vendor Credentialing Requirements](#)