

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: MATERIALS MANAGEMENT

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TITLE: VENDOR POLICY

PURPOSE

To identify and clarify the process for arranging to see a salesperson and to prevent salespeople from interrupting patient care activities.

POLICY

The Hospital wishes to control the number of places/departments that sales personnel are allowed. The Vendor ID lets staff know that the person has business within the facility.

PROCEDURE

All Sales personnel shall enter the Hospital through the first floor lobby.

- Upon entrance, all Sales Personnel will report to the Front Desk, where they will sign in and obtain a badge.
- The Volunteers at the Front Desk will call the Department Manager to find out if the Sales Person has an appointment.
- If there is an appointment, someone from the Department should come to the Lobby to escort the Sales Person.
- If the Sales Person arrives in the Department without a badge, Department **MUST** send the individual to the front desk for a badge.