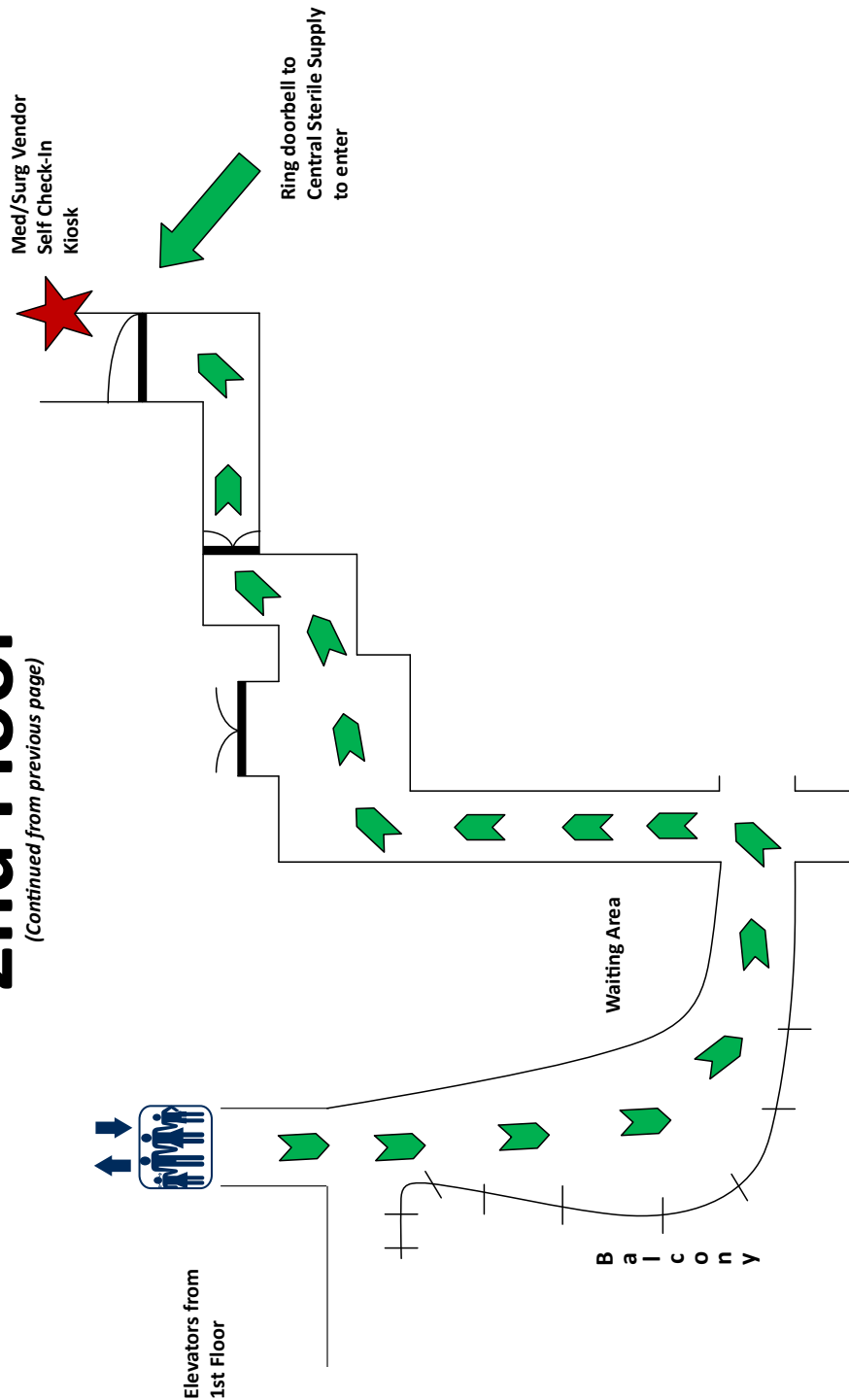


2nd Floor

(Continued from previous page)



Vendor Guidelines

Promoting our business relationships

The staff of Cookeville Regional Medical Center (CRMC) recognizes and values the importance of goods and services of our business partners. Without the multitude of supplies, drugs, services, equipment, etc., CRMC would not be able to deliver high quality patient care.

To promote clinical and financial stewardship and to enhance our business relationships, this brochure provides an overview of CRMC Vendor Guidelines.



Vendors, please read before registering your visit

All representatives: Must sign in at the appropriate authorized location prior to visiting CRMC staff or CRMC medical staff. In addition to the locations identified on the attached map, representatives can visit Materials Management at 1440 North Washington Ave to do so.

Representatives for the operating room, cath lab, or for areas of patient care: Must register at the self service kiosk CRMC Central Supply on 2nd floor of hospital. Your credentials will be required as outlined on the Reprax website. A Reprax premium membership is required. All credentials must be up to date in Reprax before making appointments to visit the hospital. Allow ample time for updates to become effective, hospital personnel will not contact Reprax on your behalf.

Customer Service: The Reprax customer service team is available to assist you Monday through Friday 8:00 a.m. - 6:30 p.m. EST.

Service representatives: Register at Plant Facilities Office.

All other representatives: Register at the self service kiosk behind the Information Desk in the Hospital North Patient Tower/Main Entrance Lobby. You must obtain a no cost base level membership in Reprax. The membership will provide additional details about calling at CRMC.

All representatives: By registering your visit, you are acknowledging your agreement to the following:

- Before visiting hospital personnel, I will register at the appropriate membership level with Reprax. I will not use hospital computers to set up my membership in Reprax.
- I agree that I will not make cold calls and that I will schedule appointments in advance.
- Following each time I sign in, I agree to phone ahead to confirm the availability of the person I am visiting. I will use the hospital phone near the kiosk only to confirm prior scheduled appointments and will not use the phone for cold calls.
- I agree not to introduce "new to CRMC" clinical supplies, devices, pharmaceuticals or equipment without first discussing same with Materials Management (or with Pharmacy for pharmaceuticals.) I agree not to leave samples or equipment for evaluation without first obtaining a no charge purchase order from Materials Management.
- I agree that if other members of my organization accompany me that they, too, have the appropriate membership level in Reprax, and follow the same guidelines.
- I agree to sign out using the Reprax web page when I have concluded my business at the hospital. I understand that signing out late or not signing out will have a negative affect on my Reprax scores. My overall scores can be used by CRMC management to help to evaluate my compliance with hospital guidelines.
- Cell phone courtesy. Please refrain from cell phone conversations that can be overheard by visitors and staff.
- I understand that violations of CRMC vendor guidelines can lead to suspension of my calling privileges at CRMC.
- If this is your first visit and you have questions, please call any of these extensions: 2016, 2703, 2014, 2032, 2033, 2034, 5119, 2774.

