

- quotations and any correspondence with other departments related to pricing, terms or conditions must be copied to Purchasing.
6. Vendor representatives that have been requested by a physician to attend a clinical procedure must be confirmed by respective Scheduling department. Vendor representatives will not be allowed to go to other suites or other areas of the department during this time and are required to leave at the completion of the case. Vendor representatives are subject to comply with HIPAA regulations for maintaining patient confidentiality.
 - 6.1 Exception: AT THE REQUEST OF SAINT FRANCIS HEALTH SYSTEM – Vendors who regularly visit a specified area (i.e., maintenance of consignment inventory) may be granted an exception by the area Supervisor or Manager to go directly to the work area after logging into Intellicentrics.
 - 6.2 Vendor representatives are not allowed to open sterile supplies or operate autoclaves.
 - 6.3 Limit one vendor representative per suite unless verbally approved by Clinical Department Management. i.e., Director and/or Manager of Surgery Services, Surgery Clinical Supervisors, or Director and/or Manager CV Services.
 - 6.4 Vendor representatives present in Surgery are required to change into Hospital supplied scrubs at time of arrival and comply with surgical attire policy (SUR.03.06.02). Hospital scrubs must be removed and put into soiled laundry before leaving.
 - 6.5 Instruments and/or implants being carried in for a case by a vendor representative for Saint Francis Health System must be delivered to the Central Sterile Processing department by 0700 the day prior to the scheduled procedure to allow for proper sterilization. Instrumentation not already in the Saint Francis instrument tracking system must be brought in by 0700 two business days prior to the scheduled procedure to allow for Instructions for Use (IFU) review and to verify approval by Surgery Business Operations.
 - 6.5.1 Instructions for Use (IFU) for the instruments, implants and sets will be available for review in the Central Sterile Processing Department.
 - 6.5.2 Any vendor representative delivering instruments/implants must verbally communicate with a member of Central Sterile Processing to provide date, time of drop off, Surgeon name, case number (if available), case start time and date (if available), number of sets, and name of sets and complete a loaner order in the SFH instrument tracking system.
 7. While Saint Francis Health System desires to be apprised of all new products, it cannot accommodate all vendor representatives. Therefore, the Purchasing Department must, of necessity, be the sole arbiter of product consideration. Pharmacy representatives must adhere to the procedures outlined in the Pharmacy vendor policy.
 - 7.1 The vendor representative is required to make an appointment with the appropriate Purchasing Manager or Director to present new products.
 - 7.2 Samples, descriptive literature, FDA authorization, part numbers, unit of measure, and pricing are to be presented to the Purchasing department via e-mail or live meeting before samples are shipped in or a case is scheduled using a new product. **A new product is defined as any product that has never been purchased by Saint Francis Health System OR has not been purchased in over a year.**

- 7.3 A financial analysis will be performed by Decision Support if required.
- 7.4 The financials and product information is presented to the appropriate department or committee by the Clinical Champion of the item. The end users determine if an evaluation will occur.
- 7.5 Samples and meetings are arranged through Purchasing between the vendor representative and the end users if sample product(s) are requested.
- 7.6 Purchasing will inform the vendor representative the outcome of the product presentation.
- 7.7 Materials that do not go through this process and are not pre-approved and are used on a case will be treated as donated product to the Saint Francis Health System.
- 7.8 The Vendor Representative that does not follow this policy will be subject to the following disciplinary actions:
 - A. 1st Offense: Verbal/Written Warning (in person)
 - B. 2nd Offense: 30-day suspension of the Representative from all Saint Francis Health System properties
 - C. 3rd Offense: Permanent Ban of the representative from all Saint Francis Health System properties.

** All offenses will be reported through Intellicentrics**

- 8. Purchase orders are required for all purchases made for Saint Francis Health System and all other items received by the Health System, i.e., evaluation items, consignment inventory, samples, etc.
 - 8.1 All “Bill Only” invoices for approved cases must be submitted to the department’s Business Office by 3:00 p.m. for any case done by 12:00 p.m., and 12:00 p.m. on the next business day for cases performed after 12:00 p.m. If invoices are not received as specified, the product(s) will be treated as donated product to Saint Francis Health System. Purchase Orders are created after the invoice is processed.
 - 8.2 Vendor representatives are required to complete a BILL ONLY Form when submitting Bill Only invoices. A copy of this form is below. Vendor representatives must print off, complete, and submit this form for each Bill Only case submitted for payment.
 - 8.3 Exception: Demonstration equipment remaining the responsibility of the vendor and hand carried in and out of the Health System by the vendor during a 24-hour period does not require Purchase Order documentation but must have written approval by the Department Director and/or Manager.
 - 8.4 Demonstration equipment to be used on a patient Must Be Approved by Biomed, and if indicated, appropriate staff education provided, before it can be used.
 - 8.5 Saint Francis will not be responsible for damage to demonstration equipment other than by reason of proven misuse, neglect or abuse. The supplier shall be responsible for the return of equipment following the evaluation to include crating and transportation costs.
- 9. The Saint Francis Health System purchase order is an offer to purchase from the vendor at the prices, terms, and conditions listed on the order. Delivery of the merchandise listed on the order constitutes acceptance of the prices, terms and conditions. Vendors are

required to provide pricing/product updates on a regular basis to avoid invoice discrepancies.

10. At Saint Francis Hospital, deliveries may be made to Receiving Dock "A" between the hours of 0700 and 1600, Monday through Friday except as indicated below:
 - 10.1 Food Service orders shall be delivered directly to the Food Service Storeroom via Dock "B"
 - 10.2 Drug Wholesalers are to deliver supplies directly to the Pharmacy via Dock "A"
 - 10.3 Shipping labels, bills of lading, and packing slips with appropriate purchase order number should accompany all merchandise delivered to any Saint Francis Health System location. Where discrepancies occur, the vendor will be required to furnish proof of delivery.
 - 10.4 All deliveries for Saint Francis South may be delivered to the receiving dock at 10501 East 91st Street, Tulsa, OK between the hours of 0700 and 1600, Monday through Friday. After hour vendors can access the hospital through the Emergency entrance.
 - 10.5 All deliveries for Saint Francis Muskogee may be delivered to the receiving dock at 300 Edna M. Rockefeller Dr, Muskogee, OK between the hours of 0700 and 1600, Monday through Friday. After hour vendors can access the hospital through the Emergency entrance.
 - 10.6 Saint Francis Health System utilizes an off-site warehouse for standard (non-expedited) deliveries. SFHS distributes products to hospitals from that location as needed. This warehouse is located at 5402 S 129th E Ave, Tulsa OK 74134.
 - 10.7 When deliveries are made at off hours including weekends and if no dock attendant is available, security should be contacted to receive the item. Typically, a phone is provided at dock locations with instructions on how to contact security. Items should never be left outside, nor will they be considered received if an SFHS employee has not signed for it or taken possession.

11. Items returned for credit or exchange must be routed through the Purchasing Department.
12. All vendor representatives are asked to park on Level 4 of P6 Parking Garage at the Saint Francis Yale Campus. Overflow parking is available on Level 4 (top deck) of the Warren Parking Garage – WEST of the pink line. During inclement weather (ice/snow), vendor representatives will be allowed to park on the lower level of the Southwest parking garage. No parking is allowed in Administration or Volunteer Parking. Any parking violation will result in a vehicle immobilization device (boot) being placed on the vehicle, a \$50 fine, and may result in disciplinary action.

Saint Francis South vendors are required to park in the North parking lot just East of the loading dock.

13. Any and all Saint Francis Health System employees are encouraged to enforce this policy and are expected to report any noncompliant vendors.
14. Employees of Saint Francis Health System are prohibited from receiving any personal gifts of honorariums from a company doing business or have the potential for doing business with Saint Francis Health System. Rebates or any form of payment is to be made in the form of a check payable to Saint Francis Health System.

15. Failure to adhere to any contents of this policy will result in disciplinary action which can include suspension and/or a permanent ban from all Saint Francis Health System facilities. The vendor representative will not be allowed on any Saint Francis Health System properties or be allowed to submit new product information.

REVIEWED BY:

Executive Director, Supply Chain
Executive Director, Orthopedic & Surgery Service Line
Executive Director, Surgery Services
Director, Surgery Services
Manager, Purchasing
Manager, Surgery
Clinical Supervisor, Central Sterile



BILL ONLY FORM

Company: _____ (Company receiving PO)
 Rep: _____
 Phone: _____
 Email: _____

DATE: _____

 LOCATION: (CIRCLE ONE)
MAIN
NATALIE

NOTE: This form must be completed fully and submitted in accordance with Saint Francis Health System's Vendor Visitation Policy (PUR.07.01.01.00).

SURGEON	PATIENT NUMBER	DATE PERFORMED	PROCEDURE	CONSTRUCT

PART #	DESCRIPTION	LOT #	QTY	UNIT PRICE	LINE TOTAL
TOTAL					

VENDOR REP SIGNATURE: _____ DATE: _____

Use additional forms as needed and attach to this one if more space is needed.

