

Gratuities

Vendors may not give monetary gifts to students, residents or LUHS employees. Entertainment of a LUHS employee at a vendor's invitation and expense is discouraged. In any event, such entertainment should be kept to a minimum and include a discussion of corporate business. Vendor-sponsored on-site staff meals, whether brought from an external source or purchased on campus, are prohibited regardless of purpose.

Financial assistance for scholarships, other educational funds and/or practice related items in certain instances may be accepted but should be coordinated with the Office of Development.

Loitering

Loitering is forbidden in the hallways, lounges, cafeterias or the library.

Compliance

All vendors are required to comply with all LUHS policies that apply to vendors. Violators of an LUHS policy will be notified as follows:

- First violation: A written warning will be sent to the representative and his/her supervisor at the sponsoring company by the associate vice president of Procurement Services.
- Second violation: A written notice will be sent to the representative and his/her supervisor at the sponsoring company by the associate vice president of Procurement Services stating that the privilege of hospital calls by the representative has been suspended. The department director involved also will receive a copy of any written notification.

LUHS staff may report noncompliance to Purchasing at 6-9017. The Department of Purchasing will report and contact each company deemed noncompliant.

Responsible Party

Any questions or concerns regarding this policy should be directed to the associate vice president of Procurement Services and the director of Clinical Engineering and Safety & Security.

Registration

All vendors for products, equipment and pharmaceuticals must be registered with the Department of Purchasing prior to conducting business with LUHS. At the time of registration, all vendors will be provided with a copy of the Vendor's Guide to conducting business with LUHS. The vendor shall acknowledge in writing he/she has read and will comply with the LUHS vendor policy. This registration must be renewed each year. Upon request, the vendor shall also complete a "Full Disclosure of Financial Contributions / Professional Relationships" form. This form requires vendors to disclose the names of persons known to the vendor to be affiliated with LUHS who have received any of the following during the past year from such vendors and/or his/her company: honorariums; seminar fees; educational funds; grants; donations; loans; loan guarantees; other financial assistance or interest; paid plant or site visits; lodging expenses; travel expenses; research support including but not limited to drug trial projects, publications, etc.; and gifts or other favors of more than a nominal value. Nominal value refers to any item or service with a value that does not exceed \$50.

Register in the Department of Purchasing located on the second floor of the Mulcahy Center.
2160 S. First Ave., Maywood, IL 60153.

Purchasing Department
2160 S. First Ave.
Mulcahy Center
Second floor, Room 2630
Maywood, IL 60153

Office Hours:

Monday – Friday
8:30 a.m. – 4 p.m.

Phone: (708) 216-9017

Fax: (708) 216-6180

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LOYOLA UNIVERSITY
HEALTH SYSTEM

Vendor's Guide

*to conducting business with
Loyola University Health System*



**LOYOLA
MEDICINE**

Loyola University Health System

Welcome

We welcome you to Loyola University Health System (LUHS). Please use this as your guide to access and service our departments. We are pleased to meet and work with those of you who are interested in selling products and services that support the health system's mission of providing quality patient care.

Expectations of Vendors

- Loyola University Health System (LUHS) expects its vendors to be familiar with our policies as they pertain to vendors as well as the LUHS vendor's guide.
- LUHS encourages its vendors to have an ethics and compliance program, a code of conduct, or other policies and programs demonstrating a commitment to ethical business practices.
- Any discounts, rebates, administrative fees or Group Purchasing Organization fees (GPO fees), as well as any payments received from vendors should be structured to comply with the Discount Safe Harbor Regulations and the GPO Safe Harbor Regulations and should be reported to the Department of Purchasing in writing.

Appointments

All vendor access to LUHS personnel shall be by appointment only. Appointments may be made with senior management, attending physicians, administrative directors and/or managers. Vendors should provide written proof of the appointment to Security at the Medical Center campus check-in points or to the Ambulatory Care site's front-desk service representative, as applicable. Validation can be in the form of a confirming email or a completed Vendor Access Form. Vendors are specifically prohibited from making appointments with nursing personnel, resident physicians or medical students.

Designated Check-in Points

All vendors are required to pass through security checkpoints and present security with their business card. Vendors will be required to sign the appropriate log to identify their appointment and location on campus. All vendors are required to return to the original security check point and sign out using the same log book.

Designated security checkpoints include:

- Cardinal Bernardin Cancer Center: Sign in at the patient information desk at the main entrance
- Emergency Medical Services Building: Sign in at the patient information desk at the Garage A corridor entrance
- Loyola Outpatient Center: Sign in at the patient information desk
- Loyola University Chicago Stritch School of Medicine: Sign in at the patient information desk at the Garage A corridor entrance
- Loyola University Hospital: Sign in at the patient information desk at the main entrance, or the patient information desk at the Garage A corridor entrance
- Maguire Center: Sign in at the patient information desk at the Garage A corridor entrance
- Mulcahy Center: Sign in at the Department of Parking on the first floor
- Ambulatory Sites: Sign in during confirmed appointments only

Vendors are required to wear the Loyola-issued identification badge at all times while on campus.

Permit

One day permits are issued at the designated information desk to each building.

Access

Vendors will customarily be expected to meet with medical center personnel in the appropriate administrative or faculty office. Those who are visiting the medical center campus for the purpose of soliciting Loyola staff to purchase their products or services are required to meet with Loyola personnel in the designated meeting rooms located in the Stritch School of Medicine cafeteria or the Department of Purchasing. Advanced room reservations are required.

Vendors are expressly prohibited from accessing inpatient nursing units, outpatient care areas on campus or patient care areas of ambulatory sites.

Access to selected patient care areas including but not limited to the following shall be governed by an appropriate supplemental vendor policy specific to the patient care area:

- Operating room
- Radiology
- Cardiac Catheterization Laboratory
- Cardiac Electrophysiology Laboratory

Product Demonstration/ Sponsored Educational Events

Vendors are not allowed to attend sponsored educational events and are prohibited from making formal product presentations or demonstrations at educational events. Training programs provided by vendors to facilitate the use of a product or service that the vendor furnishes under a contract with Loyola are outside the scope of this policy.

Vendors may service or install products or equipment that have been approved for use at the LUHS locations. Equipment shall not be left by vendor representatives for any unapproved product trials. Vendor representatives must contact the associate vice president for Procurement Services or his designee to verify product acceptance prior to any educational or product presentations.

Funding for vendor-sponsored educational events must be in compliance with the Vendor Relations Policies, pre-approved, disclosed in writing in an existing agreement and coordinated through the Office of Development.

Use of LUHS Name/Image

No use of the LUHS name/image by a for-profit company is allowed without the express, written consent via a Letter of Agreement with LUHS (or appropriate contractual provision). Such use, in most instances, is limited to internal use by the for-profit company. It is not for public view unless LUHS is unidentifiable. This applies to advertising, brochures, direct mail, company sales newsletters, sales presentations, Web pages, news releases, photography and video/B-roll.

Pharmaceutical Samples

Pharmaceutical samples are prohibited at all LUHS sites. Questions should be directed to the administrative director of Pharmacy, (708) 216-9282.

Pharmacy Displays

Pharmacy displays must be pre-approved by the administrative director of Pharmacy, (708) 216-9282.

Research

Vendors must report all activity related to sponsored research projects, prior to initiation, to the senior associate dean for Research, Emergency Medical Services Building, room 3944, (708) 216-8433.