



111 Michigan Ave NW
Washington, DC 20010-2916
ChildrensNational.org

January 1, 2024

Dear Vendors,

Children's National Hospital is committed to keeping our kids safe by protecting Children's National's sensitive information and access to all vendors and non-employees through governance and oversight of privacy and security standards. To support that commitment, Children's National has contracted with Green Security for vendor credentialing.

ALL vendors requiring onsite access to Children's National must be registered and obtain a badge from Green Security. This applies to all vendors who visit the Main Campus ≥ 4 visits per year **OR** for ≥ 5 working days per visit. If you do not meet this threshold, you will continue to follow the visitor management process.

Green Security will provide the background screening and credentialing service for all Children's National vendors, contractors, service technicians, equipment installers, service reps, delivery reps, sales reps, etc.

Annual Subscription Cost: ***Subscription Costs are at the expense of the vendor.***

- Group 2A (Service Representatives and Contractors) - \$125.00
 - *Defined as individuals who visit the Main Campus and operate as a service representative, contractor, or subcontractor. This may include service representative and contractors supporting administration, IT, Supply Chain, Facilities/ Engineering, EVS, Food & Nutrition, etc. These individuals may be in a patient care environment for construction/facilities/support services work. This space has met the policies and procedures of facilities/space renovation (i.e., sectioned off with proper infection control in place). Individuals are NOT visiting procedural areas and are NOT involved in direct patient care contact.*
- Group 3 (Sales Representatives or involved in Patient Care interaction) - \$275.00
 - *Defined as individuals who serve primarily in a clinical support or product sales/service role including attending or observing patient procedures. These individuals may provide technical information serving as a resource for facility based medical professionals. Examples may include vendors that are contracted with Children's National to calibrate implantable cardiac devices, support clinical cases, and observers or trainers involved in patient care interaction.*

Green Security Hard Badge Cost (one time): \$29.95 for RFID Access Badge. Once you complete credentialing and receive your badge, you can contact your Children's National business point of contact to get your badge activated with Children's National badge readers. Note, you must still receive approval from Children's National to be granted access to certain badge readers.

[Register: Visit Green Security website](#)

Please note: Business/Company registrations are required prior to submitting an individual registration. Contact Green Security Customer Service for assistance if your business is not already registered with Green Security.

A background screening will begin immediately, and a badge will be sent to you once you have been cleared and have submitted any additional credentialing requirements. We encourage you to register 2 weeks prior to arriving for work to ensure that you will receive your badge before you begin working on site.



Upon arriving at Children's National facility, you will need to scan your hard badge at one of the main security perimeter check points located in the facility (Main Atrium, Loading Dock, or Emergency Department Entrance). Please note that if you do not have an approved Green Security badge, you will be allowed a visitor badge 3 times. Once 3 visitor badges have been exhausted, you will NOT be granted access at Children's National until credentialed. For any guests that are accompanying you, please go to the main perimeter check points and have your visitor checked in.

Vendors must complete all credentialing requirements commensurate to their group designation. Please note, certain requirements must be fulfilled on an annual/ seasonal basis (e.g., flu shot and online CDC TB Screening). All requirements can be found below in Appendix A.

Please visit our ["For Our Vendors"](#) page for more information and our vendor code of conduct.

Please direct all inquiries to Green Security Customer Service at 866-750-3373 regarding the vendor credentialing process. For Children's National vendor credentialing policy and procedure questions, please contact Jessica Andres (Jandres@childrensnational.org).

We appreciate your partnership and commitment to keeping our kids safe.

Warm Regards,

Ashley Wilson, MHSA
Executive Director, Supply Chain Services
Children's National Hospital
Aewilson@childrensnational.org



Credential

All credentials are required initially. Credential requirements with an asterisk () must be met annually.*

	Level 2A	Level 3
Background Check*	X	X
CDC TB Screening*	X	X
Seasonal Flu Vaccination/Declination 2023-24 (Reason)*	X	X
Children's National - Non-Employee Commitment Agreement	X	X
Children's National- Orientation Booklet	X	X
Children's National Safety Quiz and Error Prevention Training (Facilities and Construction Contractors/Sub Contractors ONLY)	X	X
CNHS 10-Panel Drug Screen Results	X	X
CNHS Company Preapproval	X	X
CNHS - Policies and Procedures	X	X
COVID 19 Vaccine (Children's National)	X	X
Hard Badge (Required)	X	X
Proof of Varicella (Chicken Pox Vaccination)	X	X
Proof of HIPAA/Patient Confidentiality Training	X	X
Proof of MMR (Measles, Mumps & Rubella) Vaccinations	X	X
CNHS Privacy and Security		X
CNHS - Supply Chain and OR Departmental Guidelines		X
Proof of Hepatitis B Vaccination/Declination		X
Proof of Tetanus/Diphtheria/Pertussis Vaccinations (TDAP)		X
CNHS Demographics Survey		X