
 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	

**Rationale:** To monitor and provide guidelines for the activities of vendor representatives within all North Mississippi Health Services, Inc., facilities.

**Policy:** Vendor representatives seeking contact with any NMHS hospital employee or NMHS patients are required to conduct their sales activities within the guidelines established in this policy, all guidelines and policies published on the vendor credentialing system platform, as well as any other Federal or State laws governing vendor representative activities.


**Procedure:**

1. All vendor representatives are required to obtain a Premium (vs. Base) vendor credentialing system account and become credentialed in accordance with their individual type of facility access prior to accessing any NMHS facility. This policy includes any and all types of vendor representatives, including third party agencies such as nursing home representatives, DME representatives, service technician representatives, delivery personnel accessing facilities beyond the loading dock (or Reception area if there is no loading dock), traditional sales representatives, etc.... An annual fee will be paid by the vendor company directly to the


 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	

vendor credentialing system for each individual representative's Premium Membership. NMHS receives no part of this fee.


- Vendor representatives must check in and out upon each visit to each facility/department either at the vendor credentialing system kiosk for Hospital locations or at Front Office Reception areas in non-hospital locations. Vendors checking in at non-Hospital locations shall present their vendor credentialing system badge on their smart phone to the Receptionist for clearance to access the site. If the Vendor does not have a smart phone, NMHS Tupelo Purchasing should be contacted by the NMHS Reception staff to confirm the representative's credentialing. Vendors checking in at Hospital locations will check in at the kiosk provided at each facility and wear the printed vendor credentialing system badge at all times while in the facility. Vendors who wish to access the NMHS Tupelo Surgery department may sign in at the vendor credentialing system kiosk in Surgery. Vendor representatives who wish to access the NMMC Tupelo Cardiac Catheterization Lab may sign in at the vendor credentialing system kiosk in the Catheterization Lab. All other requirements stated in paragraph (2) above are also applicable for these vendors. All vendors may check out with the vendor credentialing system on their smart phone text option, with the exception of those vendors that signed in manually after confirmation of the vendor credentialing system authorization with NMHS Tupelo Purchasing. Manual sign in also requires manual sign out.

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	


3. After any sign out process is completed, the vendor representative will immediately depart the NMHS site and will not continue with any further business unless another vendor credentialing system access is requested and granted.
  
4. For NMMC Tupelo Main Unit visits, vendors (except those noted in paragraph 2 above) shall check in at the Purchasing Department Receptionist between 8:00am CST and 4:30pm CST Monday through Friday.  
 After hours Vendors shall check in at the vendor credentialing system kiosk in Surgery or Security, which is available 24/7.
  
5. For pre-planned facility access after regular business hours, vendor representatives should contact the Purchasing department for prior arrangements at least 48 hours prior to the needed access date - this includes any visits for product in-services.
  
6. All NMHS employees are to ensure that vendor representatives presenting to do business have the appropriate vendor credentialing system facility access badge when arriving for their appointment. If the vendor representative does not have a vendor credentialing system facility access badge for the exact date/time of the visit, then the vendor representative should be asked to leave the facility immediately without conducting any type of business.
  
7. Appointments with non-NMHS employed physicians will be made directly with that physician's office.

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	

8. Vendor shall present all product samples, supplies, or equipment for evaluation to NMHS Tupelo Clinical Resource Manager prior to any product evaluation, with the exception of Pharmaceuticals. Effective May 1, 2018, sales activities for new, non-formulary or formulary medications must be confined to the facility Pharmacy Department. All sales activities including, but not limited to medications, approval of formularies, or the contacting of members of the Pharmacy and Therapeutics Committee to review the pending approval of formularies must be coordinated through the Director of Pharmacy. Samples of medications or medication-related devices may only be dispensed through channels established by the facility Pharmacy Department. Training on medications will be performed by the Pharmacy Department. Pharmaceutical sales reps will no longer host meals (such as lunch and learn) within any of the hospitals.
  
9. In the case of equipment trials or evaluations, a trial or evaluation agreement must first be approved by NMHS Tupelo Corporate Counsel. Additionally, a no charge Purchase Order is required for the shipment of all such evaluation or trial product. N/C purchase orders should be requested in the ERP Materials Management system by the department and issued by Purchasing. Shipments arriving without purchase order numbers will not be recognized as authorized shipments and may be refused at the dock. Any equipment approved and brought onsite must first be inspected by NMHS Tupelo Bio-Medical Services prior to evaluation use.

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	

10. All vendor representatives will conduct themselves in a professional manner while onsite and/or communicating with hospital staff or patients.
  
11. Vendor representative may not extend to any employee, nor to any employees' family member, any personal gift or favor having a value of more than \$50.00 USD. Such a gift may be extended by the vendor representative and ethically accepted once annually by an employee only if the gift would not influence or reasonably appear to others not to be capable of influence.
  
12. Vendors will not ship any product or equipment to any NMHS facility without an NMHS authorized Purchase Order. Any and all purchases for tangible goods must first be assigned a PO# by the NMHS Tupelo Purchasing Department. Shipments that are not accompanied by an authorized PO# are not valid, any associated invoices will not be paid by NMHS, and shipments shall be refused at dock locations.
  
13. **Any vendor representative that is also employed (full time, part time, or PRN) by any NMHS, Inc., corporation shall report these dual roles to the NMHS Tupelo Director of Purchasing.** "Vendor representative" in this sense shall be defined as individuals who: (1) ...own their own business and are soliciting, or currently conducting, a business

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	


relationship with any NMHS, Inc., corporation; or (2) ...are employed by or represent a corporation and are soliciting, or currently conducting, a business relationship with any NMHS, Inc., corporation; or (3... ,regardless of the type or existence of an employment relationship, are paid a sales commission by an individual or a corporation as a result of any business related sales transactions conducted by said corporation and any NMHS, Inc., corporation.

Prior to calling on any NMHS facility as a vendor representative, this dual role relationship requires approval of the NMHS Vice President of Human Resources and the NMHS Vice President of Corporate Supply Chain. The NMHS Director of Purchasing shall request said approval on behalf of the vendor representative. If approval is granted, a written instrument will be prepared and sent to the vendor with a copy to NMHS Corporate Counsel. If approval is denied, the vendor representative shall be notified.

**This policy is immediately in effect retroactively for all individuals who have previously served these dual roles and wish to continue to do so.**

At a minimum, the individual approved to serve these dual roles shall:

- A. Ensure that any and all facility access is strictly commensurate with the individual's role at the time of facility access – i.e. when fulfilling NMHS employee responsibilities, access the site according to NMHS employee policy. When presenting as a vendor representative, access shall be

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	

according to the NMHS Vendor Representative Policy. The employee role and the vendor representative role must stay clearly defined and divided.


- B. Any individual serving these dual roles is expressly prohibited from selling any product or service to those individuals, including Physicians, with whom they work or communicate with while serving as an employee of NMHS, Inc. Further, leveraging the NMHS employee role in any manner to garner sales at any NMHS facility is strictly prohibited.

**VENDOR CONFIDENTIALITY AND COMPLIANCE:**

14. In furtherance of its mission and consistent with its values, "North Mississippi Health Services" endeavors to improve the quality of patient care and the health status of the community while protecting the confidentiality, privacy and the quality of care of patients. All Vendor representatives who have access to patients, patient's information or business information, are required to agree to and abide by the terms of this Agreement.

Please read this Agreement carefully and ask questions if you need clarification.

"Confidential Information" is any patient, physician, employee and business information obtained during vendors actions for or association with North Mississippi Medical Center ("Hospital") and North Mississippi Health Services and its

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	


subsidiaries ("NMHS"). All capitalized terms have the meanings set forth in Hospital policies and applicable law, including the Health Insurance Portability and Accountability Act (a.k.a. "HIPAA").

Vendors agree to treat all Confidential Information as strictly confidential, and will not reveal or discuss Confidential Information with anyone who does not have a legitimate medical and/or business reason to know the information. Vendors understand that they are only permitted to access Confidential Information to the extent necessary to perform their duties. Vendors will not disclose Protected Health Information ("PHI" - e.g. name, date of birth, etc. coupled with treatment information) if the PHI can be removed prior to disclosing or using the PHI.

Vendors agree to use all Confidential Information only in accordance with Hospital Policies and Procedures and HIPAA. Vendors will not misuse or attempt to alter Confidential Information in any way.

Vendors understand that Hospital reserves the right to audit, investigate, monitor, access, review, and report on my use of any Confidential Information obtained from Hospital with or without advance notice to vendor and with or without their knowledge.

Vendors will abide by all Hospital Policies and Procedures when on the Hospital premises.

 <b>NORTH MISSISSIPPI HEALTH SERVICES</b>	Site: NMMC - Eupora, NMMC - Gilmore, NMMC - Hamilton, NMMC - luka, NMMC - Pontotoc, NMMC - Tupelo, NMMC - West Point  NMMC - Gilmore Materials, Purchasing, Purchasing, Purchasing, Purchasing, PURCHASING, Supply Proc Distr	Version: 1	Issued Date: No Original Creation Date Set
Title: Vendor Representative Policy	Document Owner: Dodson, Sheri	Last Review: 06/16/2025	Last Modified:
		06/16/2025 : Approved Date	

Vendors should understand that violation of a Hospital Policy and procedures may subject them to immediate termination of access to the facilities of Hospital and NMHS as well as potential legal action by Hospital.

Vendors agree that they will not open sterile supplies, operate any clinical equipment, provide any hands-on assistance before, during or after an operative procedure. Vendors also understand and agree that they are not allowed in supply areas unless accompanied by a member of the surgical staff.

15. **Vendor representatives who fail to adhere to these policies risk having their rights to call upon NMHS, Inc., facilities terminated.**