

# Vendor Access & Conduct (Workforce)

For vendor compliance questions, contact Compliance at

916-734-8808

UC Davis Health has developed policies and procedures to monitor vendor on-site visits as a means to ensure that decisions regarding clinical care and other health care decisions are free from industry influence. This fact sheet highlights some of the vendor relations rules applicable to our workforce.

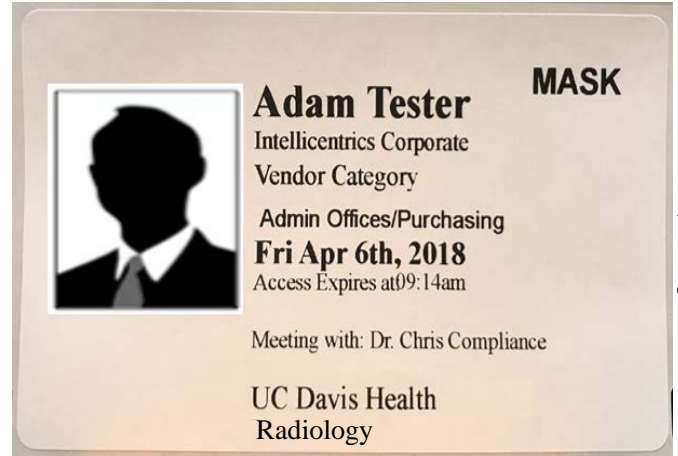
## Check the Badge

Vendors must obtain a Reprax badge to visit UC Davis Health

When vendors visit your area, ensure their Reprax badge has the:

- Representative's Full Name
- Appropriate Vendor Category
- Appropriate Department and Person they are Visiting
- Correct Date and Company Name
- **MASK** on the badge? They must wear a mask while on site

**NO BADGE = NO VISIT**



Example Badge

## FAQs

**Q: Must ALL vendor representatives register in Reprax?**

A: The following representatives do not have to register in Reprax:

- Clinical Engineering Representatives
- Building Contractor Representatives
- Third-Party Payer Representatives (Auditors)
- Clinical Trials Monitors
- Delivery Services (i.e. FedEx, Amazon, Pizza Hut)
- Representative with a UCD printed badge

**Q: What if I have questions about using Reprax?**

A: For kiosk locations and more information about using the Reprax system, contact the Supply Chain Management or visit the Vendor On-Site Visits webpage at <https://health.ucdavis.edu/supplychain/>.

**Q: Can vendors check-in and check-out from their phones?**

A: Yes. Vendors can check in and out using the Reprax (aka. SEC<sup>3</sup>URE) mobile app. They should select the mobile kiosk that has been created for your facility.

## Dos

- Request vendors to wear their badge while on UC Davis Health premises
- Request vendors to get a new badge if they are visiting a different location than the one on their badge
- Report instances of non-compliance to the Compliance Department
- Ensure vendor compliance with UC Davis Health privacy rules at all times
- Collect a confidentiality agreement if the vendor's business requires access to patient care areas
- Encourage vendors to add a picture to their badge
- Remind vendors to check-out after they have completed their visit

## Don'ts

• **Allow vendor sales visit without an appointment**

- Accept gifts from vendors
- Allow vendors to conduct business in patient care areas unless necessary
- Allow sales visits when the vendor is on campus for other official business
- Let vendors use University supplies or enter supply rooms without authorization from a UC Davis Health personnel
- Allow unauthorized vendors to follow you into restricted/badge-accessed areas unless for business purposes