



(Date)

Dear Sir/Madam:

In an effort to provide a safe and secure environment for our patients, staff, visitors and vendor representatives, it is important that we implement and enforce specific guidelines regarding access and movement throughout our facilities. As a provider of goods or services to the Detroit Medical Center, it may be necessary for you and other members of your firm to conduct business within our facilities, or meet with staff and/or physicians from time to time. While conducting business within our facilities, it is important that all representatives of your firm abide by the specific guidelines outlined in our Policy and Procedure, Relationship to Vendors, Policy No., 2-MRMPRO 607 (copy attached).

In addition, to safeguard patient care, vendors entering the operating rooms or procedure areas are asked to adhere to the DMC quality and safety procedures as outlined in "*Vendor Requirements for Conduct in the Operating Room and Invasive Procedure Suites*" (copy attached). Some key points to remember include:

- All Vendor Representatives must obtain a Vendor Pass from the Information Desk at the facility in which you are visiting.
- Upon arrival in an operating room or procedure area, vendors must check in with the appropriate front staff.
- At that time, they will be given written information "*Vendor Requirements for Conduct in the Operating Room and Invasive Procedure Suites*" which outlines safe practices in patient care areas, especially those that involve sterile procedure areas. Vendors are asked to read and sign the information.
- The form will be kept in a vendor file maintained by the procedural area.
- In order to prevent the spread of communicable diseases, vendors are asked to refrain from entering these areas if they have, or feel they may have, a communicable disease (such as influenza, cold, chicken pox, shingles).
- In addition, vendors are asked to provide proof of annual TB (Tuberculosis) testing (either negative PPD or chest x-ray as appropriate). A note from a physician or from the company will be considered adequate proof. This proof must be provided each time they enter the procedural suite. It is the responsibility of the vendor to produce this verification and maintain it annually.

Finally, the attached "*Vendor Representative Letter of Understanding*" that must be signed by the Primary Vendor Representative for the Detroit Medical Center and their Manager or other Corporate Management representative. The original letter must be returned to the Detroit Medical Center, Purchasing Department at 3663 Woodward Avenue, Suite 200, 2-1126, Detroit, MI 48201. Please maintain a copy for your records.

Please return the completed and signed form to my attention by **(Day, Date)**. Should we not receive the form by this date, your firm's representatives will not be allowed in procedural areas at the DMC. All of these documents will be added to the DMC Vendor Policies and Compliance Program under Vendor Service on DMC.org for future reference. We appreciate your cooperation in adhering to our policy, and look forward to continued business with your firm.

Sincerely,

Richard Gold, Corporate Director
MRM Procurement and Contract Administration
Detroit Medical Center