Vendor Access & Conduct (Vendor)

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 our rules surrounding vendor interactions with our workforce members. Detailed information about our policies and procedures is available in the Reptrax (aka. SEC3URE) policy library.

For additional information or questions, contact Supply Chain Management at

916-734-2475

Registration Rules
Vendors must register in Reptrax to visit UC Davis Health

- Select the most appropriate & accurate vendor category
- Fulfill all credentialing requirements prior to your 1st visit
- Use your full legal name (A preferred first name is allowed)
- Include a picture of your face in your profile

Visit Rules
Vendors must check-in to Reptrax when visiting UC Davis Health

- Enter the full name of the person you are visiting
- Enter the department/location you are visiting
- **CHECK OUT** when you are done with your visit
- Select the most accurate appointment length (Duration)
- **Switching locations?** Check out of the 1st location & get a new badge for the 2nd location
- *MASK* on your badge? Wear a mask while on site

FAQs

Q: Must ALL vendor representatives register in Reptrax?

A: The following representatives do not have to register[1]:

- 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

[1]Contact the department you are visiting for more details

Q: Where can I find more information about vendor visits?

A: For kiosk locations and more information about the UC Davis Health vendor access program, contact the Supply Chain Management or visit the Vendor On-Site Visits webpage at https://health.ucdavis.edu/supplychain/.

Copies of applicable policies and procedures are available upon request.

Failure to comply with UC Davis Health policies or legal/regulatory requirements may result in reprimand, up to and including the termination of visiting privileges.

Dos
- Always wear your badge while on UC Davis Health premises
- Allow University persons to inspect your badge upon request
- Know and follow the policies of the area you are visiting
- Comply with UC Davis Health privacy rules at all times
- Sign a confidentiality agreement if your business requires access to patient care areas

Don'ts
- Visit UC Davis Health uninvited or without an appointment
- Conduct business in patient care areas unless necessary
- Make sales visits when on campus for other business
- Provide gifts to UC Davis Health employees
- Use University supplies or enter supply rooms without authorization from a UC Davis Health personnel
- Follow authorized personnel into restricted or badge-accessed areas unless invited as part of your visit

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