Vendor Credentialing KEY

**Vendormate Support:**
Phone: 888-476-0377  
E-mail: support@vendormate.com  
Live Chat:
1. [www.ghx.com](http://www.ghx.com)
2. Contact Us
3. I Need Technical Support
4. Live Chat with Vendormate Support

**GHX Vendormate Software**

Vendors log into our portal and complete a brief questionnaire which defines their relationship with Mercy. Based on key factors (i.e., the critical need for a product or service; a company’s need to access patient data or a rep’s need to access a procedural areas) the vendor is classified into risk categories that meet industry recommendations prior to gaining the authorization to print a badge to enter the hospitals. In order to complete a registration, vendors must submit the required Mercy policies and documents.

New vendors and representatives can register for the Mercy vendor program by navigating to registersupplier.ghx.com. 

Mercy staff can log into the Mercy vendor program by navigating to login.ghx.com once they have been granted access.

See below for additional information on risk criteria, required policies and documentation, and fee information.

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**Data Rules**
You rely on data and rules to keep your organization safe. Vendormate is designed with that goal in mind. Getting a Vendormate badge requires regularly updated compliance status and stringent screening processes that are applied to everyone you do business with.

**WHY is it so important?**

- Safety of patients, healthcare staff, vendor reps and other visitors
- Security of facilities and information
- Strength of customer relationships based on trusted information
- Vendormate flags >1,000 records every month for further review

In 2018 alone, Vendormate flagged 17,013 federal exclusion and state-level sanction records, and discovered 23 sanctioned vendors attempting to access 49 healthcare systems.
**Vendor Level Sanction Checks:**

Vendors companies are checked weekly against the following:

- HHS/OIG List of Excluded Individuals and Entities (LEIE)
- GSA Excluded Parties List Systems (EPLS) via SAM.gov
- OFAC Specially Designated Nationals (SDN)
- DEA registrant actions
- TRICARE sanctions
- FDA actions
- State Medicaid exclusion lists
- State debarment lists and disciplinary actions

**Rep Level Sanction Checks:**

Representatives are checked monthly against the following:

- HHS/OIG List of Excluded Individuals and Entities (LEIE)
- GSA Excluded Parties List Systems (EPLS) via SAM.gov
- OFAC Specially Designated Nationals (SDN)
- DEA registrant actions
- TRICARE sanctions
- FDA actions
- State Medicaid exclusion lists
- State Level Medical Boards
- State debarment lists and disciplinary actions
**Required Mercy Policies and Documents:**

<table>
<thead>
<tr>
<th>Requirement Name</th>
<th>Applies To Group</th>
<th>Requirement Type</th>
<th>Requirement Level</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloodborne Pathogens Training</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Electrical Safety Training</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Fire Safety Training</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Aseptic Principles &amp; Infection Control Training</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>MMR (Measles Mumps and Rubella)</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Product Complaints &amp; Medical Device Reporting (MDR) Requirements Training</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis (TB) Test</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>Clinical Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
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<tr>
<td>Oklahoma State Requirements for Tissue Bank Permit</td>
<td>Oklahoma Tissue Vendors</td>
<td>Document</td>
<td>Company Level</td>
<td></td>
</tr>
<tr>
<td>FDA Registration and Listing for Cellular and Tissue-Based Products (Form 3356)</td>
<td>Oklahoma Tissue Vendors, Tissue Vendors</td>
<td>Document</td>
<td>Company Level</td>
<td></td>
</tr>
<tr>
<td>Compliance/Ethics Training</td>
<td>Service Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
<tr>
<td>COVID19 Vaccination Required by September 30 at Mercy</td>
<td>Service Reps</td>
<td>Policy</td>
<td>Rep Level</td>
<td>09/14/2021</td>
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<td>COVID19 Vaccine</td>
<td>Service Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
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<tr>
<td>Product/Service Competency</td>
<td>Service Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
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<td>HIPAA Training</td>
<td>Service Reps</td>
<td>Document</td>
<td>Rep Level</td>
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<td>Badge Photo</td>
<td>Service Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
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<tr>
<td>Influenza</td>
<td>Service Reps</td>
<td>Document</td>
<td>Rep Level</td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Risk Criteria and Fees:**
One fee per vendor Tax ID includes all representatives that serve us. All representatives from one company share the same corporate level requirements and information.

High Risk: $335 per vendor Tax ID (unlimited number if reps) - ACCESS PROCEDURAL PATIENT CARE AREAS, HAVE DIRECT PATIENT CONTACT, PHARMACEUTICAL VENDORS

Medium Risk: $145 per vendor Tax ID (unlimited number if reps) - NOT IN PROCEDURAL PATIENT CARE AREAS & NO DIRECT PATIENT CONTACT & NOT A PHARMACEUTICAL VENDOR

Low Risk: $25 per vendor Tax ID (unlimited number if reps) - NOT IN PROCEDURAL PATIENT CARE AREAS & NO DIRECT PATIENT CONTACT & NOT A PHARMACEUTICAL VENDOR AND ANNUAL SPEND IS BELOW $5,000

**Mercy Badge Rules:**
1. Badge is denied if there is a match on a sanction list
2. Badge is denied if representative is not registered for the vendor program
3. Badge is denied if representative is not fully compliant with missing or expired documents