## **Information for Virtua Vendors**

As of August 1, 2011, all vendors doing business or attempting to solicit business from Virtua must be registered and have appropriate clearance through Reptrax.com prior to visiting Virtua.

We value our vendor partnerships which allow Virtua to provide an outstanding patient experience by maintaining the highest level of clinical quality and safety. We appreciate your cooperation in our commitment to provide a safe environment for our patients, visitors, staff and all who come into our facilities.

We are asking that all vendors take 5 minutes to create a membership with Reptrax. It is important to us that all of our vendors participate with Reptrax. Reptrax is an on-line service that allows you to electronically store all your credentials necessary to access Patient Care areas in our facilities. To comply with Virtua's Vendor Policy, you will be required to participate with Reptrax.

Through the use of Reptrax, Virtua will ensure that all Healthcare industry representatives conducting business with Virtua are maintaining specific credentials as recommended by the Joint Commission, AORN and the CDC.

## How to create an account:

- 1. Visit <u>www.reptrax.com</u>
- Click register now and create an account.
  If you are already a Reptrax member, there is no need to create another account. Please be sure to attach your profile to our facility.
- A password will be sent to your e-mail address. YOUR registration is not complete until you follow the directions in the email sent to you.
- 4. Log into <u>www.reptrax.com</u> and COMPLETE your registration. This includes attaching your profile to the facilities within your territory.

## Help Desk

Live, trained help desk members are available to assist you through e-mail at <u>reptrax@deviewelectronics.com</u> or by phone at 214-222-7484, Monday – Friday 7a.m. – 6 p.m. CST.