

"[click on and type current date]"

"[click on and type vendors name]"

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RE: Compliance of Virtua Health Policies regarding New Requests for Patient Procedure Related Equipment, Supplies and/or Services

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Effective immediately, Virtua is strengthening our policies involving new requests for procedural supplies, equipment, and services. These policies support technology enhancements, improved product performance and advanced patient care technique with a focus on product standardization and patient safety.

The Purchasing Department should be notified at 856-355-0750 at least four (4) weeks in advance of any patient procedure with a new product/equipment. The vendor is required to provide an agreed upon pricing structure for the item that covers the evaluation time frame, at a minimum. All *packing slips with pricing* for any items used must be received the day of surgery for an item. Failure to comply with our policies will result in the product or equipment being processed as a **NO CHARGE** item.

Additionally, any instance of hospital staff exposed to a new product or equipment without proper in-service training will be documented with our Risk Manager. Your sales representative, on a first occurrence, will be barred from this institution of 90 days. A second occurrence will constitute a permanent barred status from all Virtua facilities.

Any representative that works for multiple vendors needs to sign an individual form for each and every vendor that they represent. Failure to do so will result in an immediate barring from Virtua Health and re-evaluation of our relationship with said vendor.

We look forward to a strong business partnership with all our vendors and expect your support of these policies to foster improved relationships. Please feel free to contact me at 856-355-0900 for further clarification if needed. Thank you for your attention to this matter.

Sincerely,

James Rivard
Vice President, Support Services

X _____
Vendor Signature

Date

X _____
Print Name

Name of Company