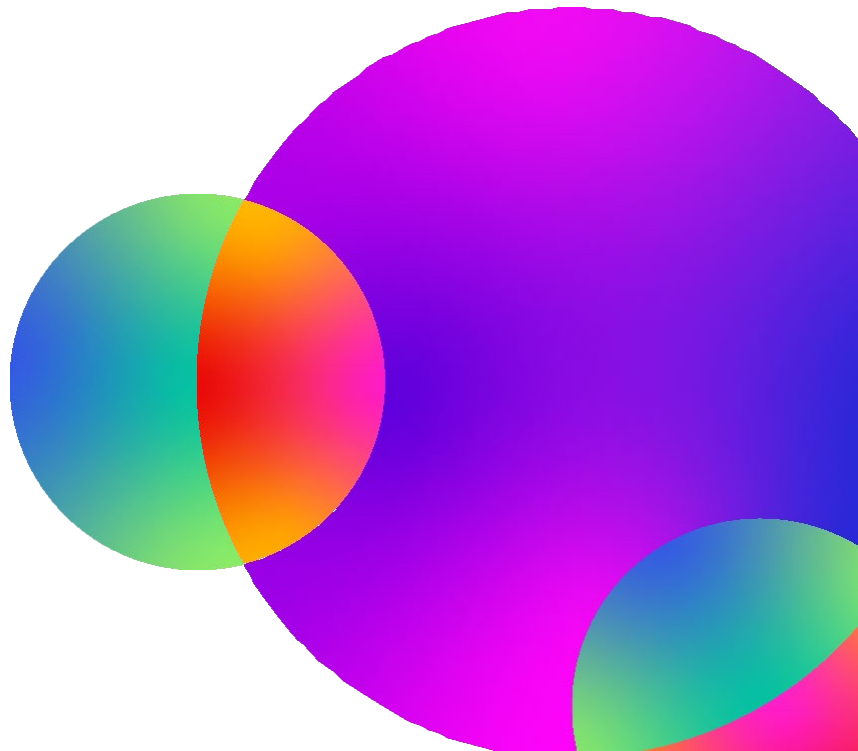


# Vendor Credentialing and Facility Access Checklist

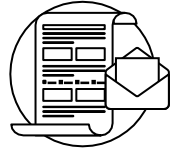


Throughout the country, healthcare organizations have learned many lessons from the COVID-19 pandemic. To stay in compliance and protect your patients, residents and visitors, you need to establish your organization's COVID-19 vaccination policy, distribute the policy, and efficiently track and document the COVID-19 vaccination status of all eligible staff and contractors.

Vendors play an essential role in healthcare, from providing the supplies and equipment, to sharing knowledge, to providing repair services, and so much more. Your policies and the credentials you require should align with your strategy for vendor management as your organization begins permitting more vendor activity.

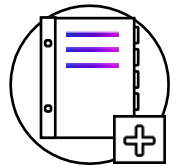
This checklist is designed to help you work through the primary elements of access management, so that you and your vendors can successfully navigate how to interact in the future, while ensuring compliance, health and safety for everyone.

## Check your communication methods



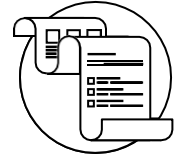
- Make sure you have a fast way to communicate with your entire vendor/supplier population so that they can be kept aware of how your policy changes may affect them.
- If you implement new requirements such as an acknowledgment and/or reason for entry, outline your communication plan to ensure vendors are compliant with your policies.
- Outline important information that may not be covered in credentials or policies but will be relevant to your vendors. For example, you may want vendors requesting virtual appointments to submit the meeting link in the appointment request. Or, if an essential vendor is coming to your facility, they may need to know directions to a primary entrance, where to check in, or where to wait for an escort after checking in.

## Determine which vendors are considered essential



- There may be vendors that your organization determines are necessary for onsite access. On the other hand, many vendors may be able to conduct business with your organization without coming onsite. Being strategic about which vendors have onsite versus virtual access allows you to craft and test any new policies or processes.

## Determine how your organization will engage with vendors



- Review how and when your vendors interact with employees in your organization. There may be times where onsite access is absolutely necessary, but other times, like a sales call or during value analysis, where virtual access is more appropriate.

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## Review your vendor policy



- Ensure that your vendor policy reflects your expectations for both onsite and virtual interactions.
- Determine compliance requirements for virtual interactions with vendors.
- Determine a frequency for reviewing your policy in both normal and emergency situations.

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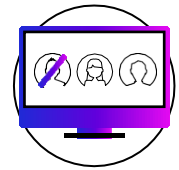
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## Create or update COVID-19 credentials and self-reporting methods



- Depending on your facility's needs, local and state regulations, as well as factors like COVID-19 vaccinations and/or testing, re-evaluate or create policies to help vendors adopt any processes you've implemented to mitigate the risk of COVID-19.
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## Assess any other populations—like students, volunteers, and visitors—that may need access



- Vendors aren't the only outside populations who may want to access your facility. Students learning in clinical rotations, volunteers, and visitors all have reason to be on-site, and should be addressed as part of a holistic access management strategy.
  - Implementing general credentials for regular volunteers and students may help ensure compliance and patient safety.
  - Your visitor management program should enable your organization to set visitor limits if conditions require it and assist in local contact tracing efforts.
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