



Effective January 1, 2007

Re: Vendor/Sales Representative Policy Revision

Dear Vendor:

The member hospitals of Coffee Health Group strive to provide high quality, cost-effective patient care. We recognize that Sales Representatives play an important role in achieving this goal. Coffee Health Group has established policies and protocols to promote a productive and beneficial working relationship as well as a safe, secure and confidential environment for our patients. These protocols apply to all Materials Management areas, as well as making Materials Management your first stop to discuss product trials, new products, etc. for each department house wide.

All supplies, instruments, and equipment entering or leaving a Coffee Health Group hospital must be tracked through the Director of Materials Management whether requested by a physician or a hospital employee. This includes any products requested for evaluation purposes only. It is imperative that you adhere to the policies and protocols for supply and equipment acquisition.

We have made available to you a page on our website at www.chgroup.org that includes all of our vendor policies. Non-compliance with any of these policies may lead to restrictions in all departments. If you currently have access to a Coffee Health Group hospital, you will need to complete a vendor information form and complete the orientation at the website by December 30, 2006. Once you have completed all of the required elements, you will be provided with a picture ID badge that you will be required to wear while in one of our hospitals.

In addition, you will find that patient care areas require evidence of a TB skin test within the last twelve months and evidence of appropriate vaccinations. These will have to be presented to Materials Management with your information form and kept on file in the Employee Health Department.

Thank you for your support of Coffee Health Group's mission and values. If you have any questions, do not hesitate to contact Materials Management at (256) 768-9530.

Sincerely,

Keith Wiginton
Director, Materials Management