

**Vendor Guide to Conducting Business with The Christ Hospital Health Network**

This Vendor Guide is intended to serve as a resource to prospective vendors and suppliers and highlights some of The Christ Hospital Health Network’s (“TCH”) policies, protocols, and practices that are applicable to the provision of products, equipment, and services to TCH.TCH includes its affiliates and subsidiaries.

 TCH is committed to conducting its purchasing activities in accordance with all applicable state and federal laws. Moreover, TCH is committed to maintaining safe and orderly facilities and to providing the highest quality of care and services to our patients. Our business relationships with our vendors and suppliers are critical to our success in achieving these commitments. Thus, TCH limits its business with vendors to those that are in compliance with our policies and procedures, applicable laws and regulations, and are committed to protecting the interests of TCH, our staff, and our patients. To that end, to be awarded a contract and/or remain in good standing with TCH, you must comply with all applicable laws, regulations, and TCH policies and procedures, some of which are highlighted below.

* **Exclusion Screening:** TCH does not employ, contract with, or do business with any person or entity ineligible to participate in government healthcare programs. Vendors must immediately notify TCH if the company or its employees become excluded parties.
* **Contracts Required**. Typically, TCH requires a written contract for all purchases**,** including, but not limited to, products intended for consignment, that includes TCH’s [terms and conditions](https://www.thechristhospital.com/Documents/About%20the%20Network/The%20Christ%20Hospital%20General%20Purchase%20Order%20Terms%20and%20Agreement.pdf). Each contract must be prepared by TCH Supply Chain Procurement/Legal, as appropriate, and must be signed by an authorized signatory of each party. Agreements not signed by an authorized individual of TCH may adversely impact your ability to receive payment for goods and/or services rendered. In the absence of a written contract, TCH’s [terms and conditions](https://www.thechristhospital.com/Documents/About%20the%20Network/The%20Christ%20Hospital%20General%20Purchase%20Order%20Terms%20and%20Agreement.pdf) shall apply to the purchase.
* **Purchase Order Required.** Orders made or delivered without a corresponding purchasing order and signed contract are not considered binding, are not valid, and invoices for the same will not be paid.
* **Value Analysis Committee Approval Required**. Vendors are advised that all new clinical products/equipment must be reviewed and approved by the TCH Value Analysis committee prior to evaluation or purchase.
* **Vendor Representative Access and Interaction**.Vendor Representatives can play an important role in a patient’s care and may be present in TCH facilities, but must comply with TCH’s Vendor Representative Access and Interaction Policy so as to ensure reasonable control and identification of Vendor Representatives while ensuring safe patient care. Read our [Vendor Representative Access and Interaction Policy](https://www.thechristhospital.com/Documents/About%20the%20Network/Vendor%20Access%20and%20Interaction%20Policy%20%28clean%205.18.17%29.pdf).
* **Protection of Patient Information.** To the extent vendors will have access to any patients or patient information, they will be required to maintain the confidentiality of any patient information they obtain and comply with any and all applicable privacy and security laws related to patient information, including the Health Insurance Portability and Accountability Act (“HIPAA”) and Ohio privacy laws. If you have access to patient information, you will be required to sign TCH’s standard Business Associate Agreement (“BAA”) and possibly be required to take, or show evidence of having taken, privacy and security training. In all cases, vendors will be required to fully indemnify TCH for any and all losses TCH incurs as a result of a vendor’s failure to comply with the BAA or failure to appropriately access, protect, or use TCH patient health information.
* **Confidentiality**. Vendors may have access to confidential, non-public and/or proprietary information of TCH, including, but not limited to, business plans, operations plans, processes and procedures, marketing plans, financial information, pricing information, and supplier and vendor lists. TCH requires each vendor that has access to such information to strictly maintain the confidentiality of this information and to sign TCH’s standard Non-Disclosure Agreement.
* **Information Technology.** As part of vendors’ support function, they may be granted access, rights and privileges with respect to TCH’s IT Resources normally afforded only to TCH personnel. Because third-party access poses risk, access must be strictly controlled, particularly when it involves restricted information or critical IT Resources. Vendor access to a TCH IT Resource or system must be consistent with TCH’s Information Technology and Security Policies. TCH requires all vendors with such access to be familiar with and abide by our Information Security Code of Conduct. In addition, vendors will be required to fully indemnify TCH for any and all losses TCH incurs as a result of a vendor’s failure to comply with TCH’s Information Security Polices and the Information Security Code of Conduct or damages a vendor directly or indirectly causes to TCH’s IT Resources.
* **Business Courtesies & Vendor Relations**. All TCH officers, directors, employees, staff or agents ("TCH Personnel") are required to act fairly, objectively and in the best interests of TCH when conducting business with vendors on behalf of TCH. TCH's selection of vendors is based on quality, price, services offered and other features of a competitive marketplace. As a result, TCH requires all vendors to be familiar with and abide by our Business Courtesies & Vendor Relations Policy, which can be found at: <https://www.thechristhospital.com/about-the-network/compliance-ethics>.
* **Code of Responsible Conduct.** As set forth in our Code of Responsible Conduct, TCH is committed to the highest standards of compliance with all laws, rules and regulations that govern the delivery of healthcare services, and to the highest standards of ethical business practices. We hold our vendors, business partners, and suppliers to the same level of standards. As a result, TCH requires all vendors to be familiar with and abide by our Code of Responsible Conduct, which can be found at: <https://www.thechristhospital.com/about-the-network/compliance-ethics>.
* **Health Care Screening.** To the extent a vendor requires access to patient or patient care areas, vendor must comply with TCH’s contractor requirements.
* **Endorsements:** TCH does not endorse or promote a specific vendor, products or services to patients, employees or business associates. Vendors should not use TCH’s name or logo in press releases, advertising materials, brochures or articles without TCH’s prior written approval in each instance.

Your understanding and compliance with the foregoing requirements are a precondition to conducting business with TCH. If you are unable to comply with these requirements, please discontinue further business related discussions with TCH until you are able to comply. TCH looks forward to your anticipated cooperation and doing business with you in the future.

For new Vendors, or as requested by TCH, please fill out and return the Vendor Initial Compliance Questionnaire and return to Supply Chain.

**Vendor Initial Compliance Questionnaire**

1. **Business Courtesies**

Please list all Gifts, Services, or Consideration (“Gifts”) provided to TCH Personnel in the table below. Gifts include, but are not limited to: gifts, gratuities, social entertainment offered or sponsored by the vendor, samples, consulting and research activities, vendor-sponsored travel, educational conferences, seminars, other business courtesies and warranties, discounts and any additional items or services not described in the Agreement. "Gifts" do not include items valued less than Fifteen Dollars ($15.00) (such as pens, coffee mugs, calendars or other small promotional or novelty items).

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| **TCH Personnel** | **Date** | **Gift Description**  | **Gift Amount** |
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1. **Vendor Physician Ownership** Complete Sections both Sections A & B

**SECTION A: Vendor’s Ownership Type. (Check only one box).**

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| [ ]  | **1** | a. Vendor is NOT owned directly or indirectly by a TCH physician\* or immediate family of a TCH physician\*\* and NO physician or immediate family member of a physician is known to have direct or indirect ownership interest in a business that is an Affiliate\*\*\* of Vendor, ORb. Vendor is a PublicallyTraded Company with MORE THAN $75 million in stockholders’ equity as of the end of its most recent fiscal year or on average during the previous 3 fiscal years. |
| [ ]  | **2** | Vendor is owned directly or indirectly by a physician\* or immediate family member of a physician \*\* OR immediately family member of a physician is known to have a direct or indirect ownership interest in Vendor or a business that is an Affiliate of Vendor.\*\*\* |
|  | \* “TCH Physician” means any person who is a doctor of medicine or osteopathy, a doctor of dental surgery or dental medicine, a doctor of podiatric medicine, a doctor of optometry, or chiropractor, licensed by a jurisdiction within the United States and a member of TCH’s medical staff. Members of TCH’s medical staff can be found at <https://www.thechristhospital.com/Physician>\*\* “An immediate family member of a TCH Physician” means husband or wife; birth or adoptive parent, child, or sibling; stepparent, stepchild, stepbrother, or stepsister; father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law, grandparent or grandchild; and spouse of a grandparent or grandchild.\*\*\* “Affiliate” means any person or entity controlling, controlled by or under common control with another person or entity. Control means the direct or indirect power to govern the management and policies of an entity; or the power or authority through a management agreement or otherwise to approve an entity’s transactions (includes controlled, controlling). |

**SECTION B: Does Vendor Sell Implantable Medical Devices, Pharmaceuticals, Biologics**

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| Does Vendor sell or intend to sell to TCH or its affiliates (i) implantable medical devices (including external fixation devices) and/or related instrumentation; (ii) pharmaceuticals; or (iii) biologics? [ ]  Yes [ ]  No |