

Dear Business Partner,

Presbyterian Healthcare Services is committed to delivering the best in patient care. We recognize that our vendor business partners are an essential part of our process for delivering healthcare products and services, so we carefully select our vendors. The Presbyterian Healthcare Services Vendor Credentialing Program, Vendormate, is designed to streamline the collection and management of key vendor credentialing information.

Specifically, the system performs certain background checks and captures certain information that we need to comply with federal regulation and hospital accreditation standards. Some of those include the following:

- **Health & Human Services Office of Inspector General (OIG)** – Federal government mandate to check all vendors against the “List of Excluded Individuals/Entities” for a Medicare/Medicaid Fraud sanction list
- **U.S. Treasury - Office of Foreign Assets Control (OFAC)** – Federal government mandate to continuously monitor that no vendor representatives are on the terrorist watch list
- **Deficit Reduction Act** – Federal regulation requires vendor training regarding Presbyterian policies about False Claims
- **Stark Law / Anti-kickback** – Federal statute governing our relationships with vendors – ensuring that there are no inappropriate reimbursements or conflicts of interest
- **Joint Commission Audits** – Accreditation requires facility access controls and documentation of immunizations and product/service competency for service reps who enter patient care and procedural areas of the facility
- **HIPAA Privacy / Security** – Federal regulation requires that we train members of our workforce regarding the policies that apply to them regarding the access, use, disclosure and protection of patient and member information.

In addition, this system helps us meet some basic business needs:

- **Ensure contact information is always current** – Internal initiative to create a system-wide centralized location for all company and representative contact information, professional credentials and company / product information
- **Compliance with all corporate policies** – Internal initiative to develop a systematic approach to deliver and accept or upload corporate policies and required documents

An annual credentialing fee covers your company as well as your representatives who interact with Presbyterian Healthcare Services. The fee for vendors starts at \$290 per year and is based on your organization's usage of the Vendormate network. For details on the fee, please visit: <https://www.ghx.com/vendormate-access>. Fees are paid directly to our partner, Vendormate, and Presbyterian does not retain or receive any portion of the fee. It is important that each representative registers individually to maintain their personal credentials and ensure ongoing access to our facilities.

## Registration and Sign In

All vendor companies and representatives must complete registration in order to continue doing business with Presbyterian Healthcare Services. Please direct the person responsible for managing your company's relationship with Presbyterian Healthcare Services to the following website address, <https://registersupplier.ghx.com>, to register your business.

Representatives who visit Presbyterian Healthcare Services will be required to sign in electronically to obtain an identification badge. With a valid appointment and current credentials, your representative will be able to print out a single-use identification badge that is to be worn throughout the visit to any Presbyterian Healthcare Services facility.

We value our relationship with you and appreciate your participation in this program.

Sincerely,

Presbyterian Healthcare Services Management

## How to Register

You will need to register as a business partner and supplier with Presbyterian Healthcare Services.

To register your company or create individual profiles proceed to either of the links below.

- Go to <https://registersupplier.ghx.com>
- OR
- Go to <https://www.phs.org>, select Vendors at the bottom of the page, then follow instructions under *Registration Process*

*A Federal Tax identification number (FEIN) and a Credit Card are required to complete the initial registration. Additional representatives only need the Federal Tax identification number (FEIN).*

## Registration and Technical Support

- If you have technical questions, go to <https://registersupplier.ghx.com> and select *Customer Care* at the bottom of the page.

## Presbyterian Healthcare Services – Facility Sign In Locations

A valid appointment and current credentials are required for sign in.

Location Name	Location Street, City, State
<b>Presbyterian Hospital:</b> Check-in at: <ul style="list-style-type: none"> <li>• Main Lobby – Security Department (level 1)</li> <li>• Operating Room (level S1)</li> <li>• Sterile Processing (level S2)</li> </ul>	1100 Central Ave SE, Albuquerque, NM
<b>Presbyterian Kaseman Hospital:</b> Check-in at Main Lobby (near registration)	8100 Constitution Ave NE, Albuquerque, NM
<b>Presbyterian Rust Medical Center:</b> Check-in at Main Lobby	2400 Unser Blvd SE, Rio Rancho, NM
<b>Albuquerque Ambulance:</b> Check-in at Presbyterian Hospital prior to visiting	4012 4 <sup>th</sup> Street NW, Albuquerque, NM
<b>Presbyterian Healthplex:</b> Check-in at Presbyterian Hospital prior to visiting	6301 Forest Hills NE, Albuquerque, NM
<b>Presbyterian Northside:</b> Check-in at Presbyterian Hospital prior to visiting	5901 Harper Drive NE, Albuquerque, NM
<b>Dr. Dan C. Trigg Memorial Hospital:</b> Check-in at Presbyterian Hospital prior to visiting	301 E. Miel de Luna, Tucumcari, NM
<b>Lincoln County Medical Center:</b> Check-in at Materials Management	211 Sudderth, Ruidoso, NM
<b>Plains Regional Medical Center:</b> Check-in at Materials Management	2100 N Martin Luther King Jr. Blvd, Clovis, NM
<b>Presbyterian Espanola Hospital:</b> Check-in at Main Lobby (north of registration)	1010 Spruce Street, Española, NM
<b>Santa Fe Medical Center:</b> Check-in at Main Entrance (next to registration)	4801 Beckner Rd, Santa Fe, NM
<b>Socorro General Hospital:</b> Check-in at Central Supply	1202 Highway 60 West, Socorro, NM