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 Program 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 does help 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

A nominal annual credentialing fee covers your company as well your representatives who interact with Presbyterian Healthcare Services. The fee ranges from $25 to $250 per year, depending on your company's risk profile, and is paid directly to our partner, Vendormate, Inc. It is important that each representative registers individually to maintain their personal credentials and ensure ongoing access to our facilities. Presbyterian does not retain or receive any portion of the fee you pay to Vendormate.

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://phs.vendormate.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://phs.vendormate.com

OR

- Go to https://www.phs.org, select Vendors at the bottom of the page, then click on Vendor Registration Portal

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).

Presbyterian Healthcare Services Vendor Program – Risk Profile and Fees

The risk criteria is predetermined by Presbyterian Healthcare Services and is not selected by the vendor. Your vendor risk rating is determined by the answers to the questions in the registration questionnaire.

Criteria	Fee
Active High profile vendors	$250 per year per company
Active Medium profile vendors	$100 per year per company
Active Low Profile vendors	$25 per year per company

Registration and Technical Support

- If you have technical questions, go to https://phs.vendormate.com and select the Support Center link 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
Presbyterian Hospital: • Main Lobby – Security Department • Cardiovascular Lab • Operating Room • Pharmacy Administration Offices	1100 Central Ave. SE Albuquerque, NM
Presbyterian Supply Chain Offices (Owens & Minor, Inc.): Check-in at front desk	8000 Bluewater Road NW, Suite A, Albuquerque, NM,
Presbyterian Kaseman Hospital: Check in at Materials Management	8100 Constitution NE Albuquerque, NM
Presbyterian Rust Medical Center Check-in at Materials Management	2400 Unser Blvd SE, Rio Rancho, NM
Presbyterian Administrative Center / Presbyterian Health Plan: Check-in at Visitor entrance on east side of complex.	2501 Buena Vista SE Albuquerque, NM
Presbyterian Northside: Check-in at Presbyterian Hospital prior to visiting	5901 Harper Drive NE Albuquerque, NM
Albuquerque Ambulance: Check-in at Presbyterian Hospital prior to visiting	4012 4th Street NW Albuquerque, NM
Presbyterian Healthplex: Check-in at Presbyterian Hospital prior to visiting	6301 Forest Hills NE Albuquerque, NM
Plains Regional Medical Center Check in at Materials Management	2100 North Thomas Clovis, NM
Espanola Hospital Check in at Materials Management	1010 Spruce Street Española, NM
Lincoln County Medical Center Check in at Materials Management	211 Sudderth Ruidoso, NM
Socorro General Hospital Check in at Materials Management	1202 Highway 60 West Socorro, NM
Dr. Dan C. Trigg Memorial Hospital Check in at Materials Management	301 E. Miel de Luna Tucumcari, NM