

University of Iowa Hospitals and Clinics Procurement Services Department
Frequently Asked Questions Related to the Use of RepTrax,
A Web-based Vendor Management Company

1. Who needs to be credentialed with RepTrax?

Answer: The University of Iowa Hospitals and Clinics (UIHC) Vendor Policy applies to all representatives selling products or services, distributors, pharmaceutical, managers, scientific liaisons, and tissue/bone representative with access to patient care cares, clinics, OR and invasive labs. All must register and verify credentials with RepTrax prior to obtaining a vendor badge to visit any patient care area which includes the operating rooms, cath labs, clinics and physician offices.

2. What are the credentials we are requiring?

Answer: We are asking all vendors if they visit physicians, nurses or any patient care area to provide proof of MMR vaccination and proof of an annual TB test. We are requiring proof of seasonal flu vacation. We are also asking for documentation of competency related to the vendors' product and service knowledge. All vendors must read our policies and sign a declaration of patient information confidentiality. Go to Reprax.com and select The UIHC under the T's to begin. Log in with your email address and chose a password.

3. Does my company need a Business Associate Agreement with the UIHC?

Answer: A Business Associate Agreement is required for all vendors who will have contact with or access to any patient information in order to provide their services to UIHC. It is the company's responsibility to have one signed and it must be on file with our Compliance Office. Please call (319)384-8282 to begin the process.

4. May I use a UIHC computer?

Answer: There is a public computer on First Floor near the Wild Rose Gift Shop if you need to log onto Reprax.com. However, access to and use of our electronic medical record systems is strictly prohibited.

5. What happens if vendors do not have credentials?

Answer: If you have an appointment within UIHC and are not completely credentialed we have the discretion of turning you away or allowing a one-time pass if you have read our policy and taken the quiz.

6. I work in the College of Medicine research labs; do vendors need a badge to see me?

Answer: The vendor policy affects UIHC areas only and is not specific to research labs.

7. Does this apply to visiting physicians or managers coming in with sales representatives?

Answer: Yes. If the physician or manager is here for a one-time visit, they will sign a patient confidentiality form in Procurement Services and the sales representative and will be responsible. If the manager visits more than once a year, they will need to totally comply with our Vendor Management Policy.

8. How do we get our service technician a badge? They come in the middle of the night and on weekends.

Answer: Our policy requires service technician vendors to review our vendor policies, but does not require badges on off hours.

9. Do I have to supply personal information to RepTrax?

Answer: UIHC does not require personal information, nor does RepTrax.

10. Is there a Conflict of Interest Policy?

Answer: UIHC has a Conflict of Interest/Conflict of Commitment policy that can be located at: <http://uihealthcare.com/about/conflictinterest/index.html>.

11. Is there a special place I should park?

Answer: Vendors are asked to park in ramp 3. Valet Parking is for patients and their families.

For additional information phone Procurement & Value Implementation Services at **319-384-9800**