



## M E M O R A N D U M

**To:** SOM Clinic Administrators, SON, SOP & SHP Administration

**From:** Sonya Castro-Quirino, Office of Institutional Compliance

**Date:** October 17, 2018

**Subject:** Vendor Management and Vendormate Digital Badging

TTUHSC has entered into an agreement with Vendormate, Inc. (“Vendormate”) to provide registration, education, screening and credentialing of health care vendors subject to [HSC OP 52.16 Health Care Vendor Interactions](#). Vendormate also maintains an online repository of required vendor data and provides a platform to generate real-time vendor ID badge. Any health care vendors seeking access to TTUHSC facilities, clinics, faculty or residents shall register with Vendormate (new vendor registration <https://registersupplier.ghx.com/reg/network/vendor/>) before their visit and sign in and print a badge at the time of the visit.

Vendormate has added a new feature to its sign in process called “digital badging”. Digital badging allows vendors to generate a digital badge on their phone when they visit a clinic that does not have a physical Vendormate kiosk station. This new feature is convenient for the vendors and allows clinics to keep track of vendors in locations where there is not a Vendormate kiosk station. However, it will be very important that clinic staff request the vendor’s “digital badge” since they may not wear a printed badge.

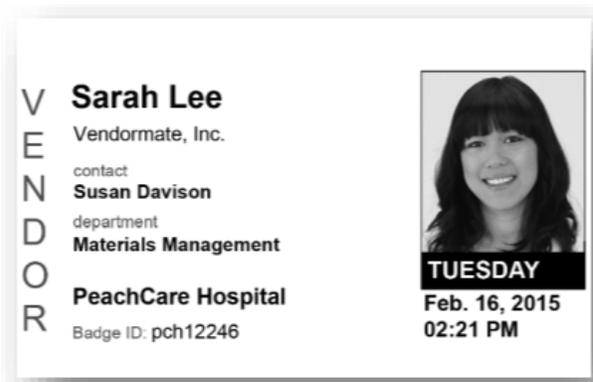
The digital badging function has been added to the following locations, and these locations will start using the digital badging system on **November 15, 2018**.

Campus	New Location Name	Address
Abilene	Abilene Community Health Center	1749 Pine St. Abilene, TX 79601
Amarillo	Amarillo	1400 S. Coulter St Amarillo, TX 79106
Amarillo	Amarillo-Psychiatry	1400 Wallace Blvd. Amarillo, TX 79106
Dallas	Dallas	5920 Forest Park Rd Dallas, TX 75235
Dallas	Dallas-VA North Texas Medical Center	4500 S. Lancaster Rd #7 Dallas TX 75216

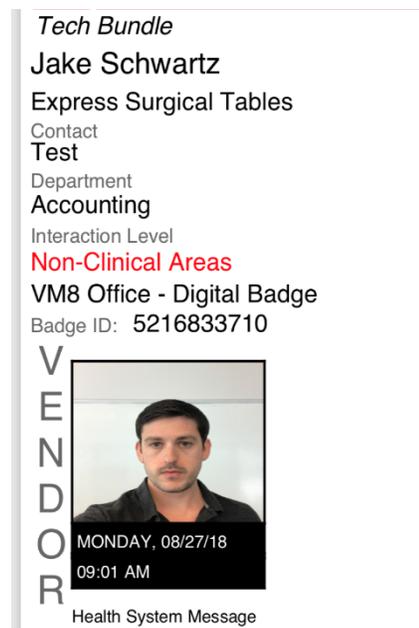
Lubbock	Lubbock-Grand Expectations	2602 Avenue Q Lubbock, TX 79411
Lubbock	Lubbock-HealthPoint	4004 82nd St Lubbock, TX 79423
Lubbock	Lubbock-Larry Combest Center	301 40th St Lubbock, TX 79404
Lubbock	Lubbock-Medical Office Plaza (UMC)	3502 9th St Lubbock, TX 79415
Lubbock	Lubbock-Raider Clinic/Superheroes	6630 Quaker Ave. Lubbock, TX 79413
Lubbock	Lubbock-Student Wellness Center	1003 Flint Ave Lubbock, TX 79409
Midland	Midland	301 N. Avenue N Midland, TX 79701
Midland	Midland-Pediatrics/Psychiatry	316 Secor St Midland, TX 79701
Odessa	Odessa	701 W. 5th Street Odessa, TX 79763
Odessa	Odessa-Endocrinology and Diabetes Center	8050 Highway 191, Suite 213 Odessa, TX 79765

The following are examples of the printed badge and the digital badge:

**Printed Badge**



**Digital Badge**



Please be aware that all vendors visiting TTUHSC clinics must have either a printed or a digital badge. If a vendor is having trouble signing up with Vendormate or has any questions regarding TTUHSC's vendor management process, they may contact the Compliance office at 806-743-2307.

Vendormate does not currently have the capability to offer the digital badging option if a kiosk sign in station is available. **Therefore, vendors that visit the Lubbock main campus (TTUHSC clinics, Texas Tech Physicians Medical Pavilion, and the Center for Cardiovascular Health) still need to sign in and obtain a printed badge at the front desk of the Pavilion.**

For your reference, below are some of the most frequently asked questions regarding our vendor management program:

1. Who is considered a health care vendor?

Health care vendor is any individual or company that sells or markets health care services or items to TTUHSC and/or its patients, including, but not limited to pharmaceutical companies and their representatives, device or durable medical equipment (DME) manufacturers and their representatives, and equipment and/or service providers, and their representatives.

2. How does TTUHSC manage health care vendor access?

TTUHSC has contracted with Vendormate, a vendor credentialing company, to provide education, maintain an online repository of required vendor data, and provide a tool to generate real-time badges for proper vendor registration.

3. How does Vendormate work?

Any health care vendor seeking access to TTUHSC facilities, clinics, faculty or residents shall register with Vendormate before their representatives are allowed onto a TTUHSC campus, site, or facility. Health care vendors are required to check in and receive a printed or digital badge each time they enter a TTUHSC facility, clinic, office and/or department. The Vendormate physical check-in station at the Lubbock main campus is located at the front desk of the Texas Tech Physicians Medical Pavilion, where printed badges are generated. All other locations listed in this memo should utilize the digital badging system (badges viewed on the vendor's mobile devices).

4. What is expected from TTUHSC employees?

Employees should require vendors to register with Vendormate before agreeing to meet with them or allowing them onto TTUHSC premises. At the Lubbock main campus, Texas Tech Physicians Medical Pavilion, and the Center for Cardiovascular Health, vendors should wear their Vendormate badges at all times. At other locations where digital badging is implemented, vendors should obtain the digital badge on their phone and present it to TTUHSC staff.

The new digital badging system should make the vendor management process easier and more efficient for those locations that do not have a sign-in kiosk station. If you have any questions regarding Vendormate or digital badging, please do not hesitate to contact us.