



**July 8, 2013**

**Bulletin# 13 – 55**

**Subject: New – Vendor Compliance Program**

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SUNY Downstate Medical Center has begun to implement a vendor compliance program with a company named Vendor Credentialing Services (VCS). This program will allow DMC to:

- Improve safety to our staff, patients, visitors, volunteers and vendors;
- Reduce DMC liability;
- Manage vendor access to DMC facilities; and
- Manage mandatory and complex regulatory compliance requirements.

The VCS system will contain and monitor:

- Vendor and Company Data, (for example, all required background checks, Governmental Watch Lists, Liability Insurance and Workers Compensation);
- Immunization Credentials; and
- Training and Competency Credentials, (for example, compliance with DMC's Policies, HIPAA and Departmental Protocols).

To begin, effective immediately, DMC will require all vendors to register with VCS. Existing vendors will have until October 15, 2013 to complete the enrollment process. They can accomplish this by going to the VCS website (<https://www.vcsdatabase.com>). While we understand the importance vendors play in our institution, vendors will not be allowed into the facility (including the treatment areas) if they have not completed their VCS enrollment.

All vendors accessing the Main Campus will be directed by entrance security guards to the 445 Lenox Rd entrance to obtain their daily access pass. A VCS system kiosk has been installed by the UHB Main Lobby security guard station. The vendor will enter their information; the system will check that the vendor is registered and issue the appropriate vendor pass.

Additional details about the VCS program and further implementation throughout the Main Campus and satellite facilities will be communicated over the next few months and is available online at:

[DMC Procurement - Vendor Credentialing \(link\)](#)

**Questions?** Contact Carter Lard, Director of Contracts & Procurement Management at (718) 270-1135.

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