



Vendor Credentialing Service



Dear Vendor:

Suny Downstate Medical Center has implemented a new comprehensive vendor compliance program to improve safety to our staff, patients, visitors, volunteers and vendors. Additionally, to reduce overall liability, our vendor compliance program will help us manage mandatory and complex regulatory compliance requirements. There are many reasons why we are implementing our program and a few of the important ones revolve around:

Joint Commission audits of vendor access policies and immunization documentation  
Position Statement by the American College of Surgeons (ACS)  
Position Statement by the Association of periOperative Registered Nurses (AORN)  
Office of Foreign Asset Control (OFAC)  
Government Watch Lists - Excluded Parties List Service (EPLS)  
Internal initiative to manage supplier and supplier representative credentialing Information

Suny Downstate Medical Center is utilizing Vendor Credentialing Service (VCS) to help meet our compliance goals. All vendors must register with VCS immediately so that we have visibility of all of our suppliers and their representatives. If you do not register you will not be added to our database of suppliers and you will not be able to make and attend appointments or cases at our facility.

Registration requires a nominal annual fee. Once you are registered your VCS membership and badge can be used at all VCS associated facilities nationwide. You will only have to submit your credentialing documents one time and not to each VCS associated facility. Email alerts are sent to you before any credential expires. Additionally, you can access your documents from any internet connected computer which alleviates the need to physically carry them and routinely monitor their expiration dates.

**Please check each item off once you have completed it.**

- I have registered as a new vendor at <http://VCSdatabase.com>. After registering with VCS I have logged into my VCS admin area and viewed your credentialing requirements.
- I have completed your requirements within the "30 day grace period" offered to all vendors.

If you have any questions about registration please visit the VCS website or contact them by phone, email or live CHAT. (281) 863-9500 (866) 373-9725 [Support@VCSdatabase.com](mailto:Support@VCSdatabase.com)

We continually monitor which vendors have registered and where they are in the credentialing process. You will be receiving periodic email reminders from us if you fail to register or do not complete our requirements. Thank you in advance for your support and adherence to our vendor compliance program.

Carter Lard  
Suny Downstate Medical Center