



DEPARTMENT OF VETERANS AFFAIRS
VA Salt Lake City Health Care System
500 Foothill Drive
Salt Lake City, UT 84148

January 29, 2020

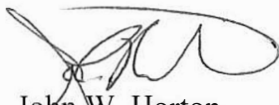
In Reply Refer To: 660/

- Pharmaceutical Vendor Representative

SUBJ: Pharmacy Services Vendor Scheduling Policy

1. Vendor representatives will not be permitted access to the medical center unless they are registered and compliant through Intellicentrics' SEC3URE Passport and have a previously scheduled appointment.
 - a. Vendor representatives are required to schedule appointments with Pharmacy Service designee, Archie Holmes in advance through their online REPtrax credentialing account. Appointments are held the second Wednesday of every month and scheduling begins one month prior. Due to limited openings, no more than one appointment may be scheduled per quarter.
 - b. Unannounced visits and promotional activities within clinics, corridors, cafeteria, or public areas are prohibited.
 - c. Vendor representatives visiting the facility for a previously scheduled appointment may not request impromptu meetings with other staff whom they encounter, should not contact staff members in elevators, corridors, canteen, or other public areas, and are prohibited from posting announcements or flyers in the medical center or clinics.
2. Penalties for violations of procedures range from, but are not limited to, restricted or temporary suspension of visiting privileges within the medical center. The decision of the Assistant Medical Center Director, or designee, is final.
3. Further inquiries may be made by telephone at 801-584-1250. Please be sure to leave a detailed message and include an email address. Be advised that our departments scheduling process is subject to change.

Sincerely,



John W. Horton
Chief, Pharmacy Services