



CHOC Children's Vendor Credentialing Program: VendorMate

Dear Vendor,

CHOC Children's has implemented a vendor program that includes a series of strict policies aimed at better managing the rising complexity of regulatory compliance issues. The policies were developed with employee and patient safety in mind and will enforce protocols for a more professional and consistent relationship with vendors. To access our facilities and be eligible for business with CHOC Children's, you must register in our vendor credentialing and compliance monitoring system.

Every representative from your company who interacts with CHOC Children's is required to register and create a profile. Please direct the person responsible for managing your company's relationship with CHOC Children's to the website address, <https://choc.vendormate.com> to register your business. In addition to a platform for policy and documentation exchange, the CHOC Children's Vendor Program allows us to maintain a repository of contact, financial, legal, and product information for our vendors. You must always sign in and out when you visit any CHOC Children's facility.

Below is a list of some of the reasons why we are implementing the CHOC Children's Vendor Program:

- **Health & Human Services Office of Inspector General (OIG)** – Federal government mandate to check all vendors against the “List of Excluded Individuals/Entities” for a Medicare/Medicaid Fraud sanction list
- **U.S. Treasury - Office of Foreign Assets Control (OFAC)** – Federal government mandate to continuously monitor that no vendor representatives are on the Terrorist watch list
- **Deficit Reduction Act** – Federal regulation of policy and training presentation
- **Stark Law / Anti-kickback** – Federal statute requires an auditable record of all disclosures of conflicts of interest
- **The Joint Commission Audits** – Accreditation requires facility access controls and documentation of immunizations and product/service competency
- **Ensure contact information is always current** – Internal initiative to create a centralized location for all company and representative contact information
- **Compliance with all corporate policies** – Internal initiative to develop a systematic approach to deliver and accept or upload corporate policies and required documents

There is a nominal annual fee for vendor registration which is per company, not per representative. The fee ranges from \$25 to \$250 per year and the actual fee is determined by the hospital, based on the vendor's risk profile. The annual fee is paid to our partner, Vendormate, Inc., and is used to collect, verify, store compliance regulations, notify vendors of training, policy changes, and monitor and alert company status throughout the year. Only one annual fee per company will be charged and only the first representative to register for your company will be charged the registration fee.

We appreciate your immediate attention to this critical initiative as we manage ever increasing regulations, mandates and oversights. If you have business questions or require technical assistance in completing the registration, please go to <https://choc.vendormate.com> and select the Support Center link at the bottom of the page.

Sincerely,
Kay McLarney
Director, Materials Management

How to Register

- Go to <https://choc.vendormate.com>
- OR
- Go to www.choc.org, select **About CHOC Children's/For Vendors**

A Federal Tax identification number (FEIN) and a Credit Card are required to complete the initial registration.

Additional representatives only need the Federal Tax identification number (FEIN).

Sign-In Locations

A valid appointment and current credentials are required for sign in. Kiosk locations:

Facility Name	Sign-In Location
Hospital Lobby	Information Desk
Materials Management	Lower Level, West Bldg

Vendor Program Fees

The criteria is predetermined by CHOC Children's and is not selected by the vendor

Criteria	Fee
Active High profile vendors, patient or procedural care contact, or pharmaceutical representative	\$250 per year per company
Active Medium profile vendors, no patient or procedural care contact	\$100 per year per company
Potential and Low Profile vendors, no patient or procedural care contact	\$25 per year per company

Registration and Technical Support

If you have business questions or require technical assistance, go to <https://choc.vendormate.com> and select the Support Center link at the bottom of the page.