

Supplier/Sales Representative Access and Privileges Program
Decision Criteria
December, 2008

WHO

Suppliers/sales representatives of all categories: supplies, services, and/or equipment (e.g., medical-surgical, pharmaceuticals, laboratory, information technology, capital equipment, office products, etc.). Such representatives can generate sales, demonstrate products, solve problems, advise clients on matters, quote prices, or conduct other duties generally associated with representing their company.

WHERE

All areas located on Mayo Clinic's owned or leased property including, but not limited to, patient care areas, non-patient care areas, laboratories, research, offices, conference rooms, etc.

Patient Care Areas include, but are not limited to, patient care and procedure rooms, waiting areas, patient elevators and walkways, and provider offices.

WHAT

Does the supplier/sales representative conduct business on Mayo Clinic's owned or leased property?

If **NO**, no further action required. Supplier/sales representative is NOT required to register.

If **YES**, please proceed with the following "Decision Criteria" to determine if registration is required.

Supplier/Sales Representatives Registration & ID Badge Required "Decision Criteria"		
If YES, Registration & ID Badge is Required	Yes	No
All Sales Calls	X	
Advise Clients on Matters	X	
Price Quotes	X	
Product Demonstrations	X	
Product Problem Solving	X	
Other: Conducts any other duties associated with representing their company	X	
Governmental agency representatives		X
Auditors		X
Study Monitors under a clinical trial agreement		X
Clinical Service Agencies		X
Home Health/ Hospice Companies		X
Clinical Staff, equipment and/or supply deliveries from Home Health/Hospice Companies		X
Guests participating in a tour that does <u>not</u> involve sales and/or marketing.		X
Insurance or Medical assessment personnel		X
Contract Labor and Collaborative Partners where there <u>IS</u> a <u>written</u> agreement/contract that specifies credentialing and adherence to the Mayo Clinic's Code of Conduct and Integrity Program. Contract Labor and Collaborative Partners' Representatives will require "Contractor" long term ID badges. Long term ID badges do not fall under this program.		X
Contract Labor and Collaborative Partners where there <u>IS NOT</u> a <u>written</u> agreement/contract that specifies credentialing and adherence to the Mayo Clinic's Code of Conduct and Integrity Program.	X	
Executive/Corporate management from <u>registered</u> companies visiting a Mayo entity for the primary purpose of a strategic alliance. Executive/Corporate management must be <u>accompanied</u> by registered sales representative with responsibilities for the Mayo Account. Meeting must be held in a conference room or private office.		X
Principals/employees of Management consulting firms <u>first</u> visit to a Mayo entity for purposes of a meeting.		X
If subsequent visits of a Management consulting firm occurs then all <u>on-site</u> employees of the consulting firm must register and obtain an identification (ID) badge.	X	