

## SAMPLES

Any sample or product to be received at Fort HealthCare at no charge should be coordinated through Materials Management. Fort HealthCare will not accept any responsibility for equipment or supplies left without prior approval and proper documentation. Such merchandise will be considered a donation and no further obligation for it will be assumed by the hospital. No equipment should be brought in to any Fort HealthCare facility for evaluation without a no-charge purchase order being issued. If payment is expected, obtaining a purchase order is absolutely essential.

## ENVIRONMENTAL PHILOSOPHY

Fort HealthCare maintains Material Safety Data Sheets (MSDS) on all necessary products. All applicable products shall satisfy current governmental and safety requirements for restricted, toxic and hazardous materials, as well as environmental, electrical, and electromagnetic requirements and standards applicable to the country of manufacturer and sales.

## RECEIVING INFORMATION

To eliminate any additional expenses or inconveniences, any alteration to the original contract should be acknowledged by Purchasing prior to receipt. It is our policy that Receiving personnel can refuse shipments that have not been issued a purchase order. Unconfirmed early releases can result in a refused shipment. Receiving hours are Monday through Friday, 7:00 a.m. to 3:00 p.m. Please call Receiving for directions at (920) 568-5392.

**Fort HealthCare**  
*is a smoke-free facility.*

# SUPPLIER CODE OF CONDUCT



**FortHealthCare.com**  
**(920) 568-5000**

611 Sherman Ave. East  
Fort Atkinson, WI 53538

**Sally Fetherston, C.P.M.**  
Materials Management  
**(920) 568-5390**

**Fort  
HealthCare**  
FOR HEALTH

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**At Fort HealthCare, we strive to provide healthcare based on partnerships.**

**This includes the partnerships between Fort HealthCare and the community and the partnership between doctors and patients. We also strive to have a similar partnership with our suppliers. To ensure that suppliers conduct business with a high degree of integrity and in a socially responsible manner, all of Fort HealthCare's suppliers are expected to adhere to this Supplier Code of Conduct.**

## APPOINTMENTS

All sales representatives must register with Vendormate and receive a badge provided at the kiosks located at the Main Entrance, Ambulatory Entrance or Support Services. Before leaving, representatives must sign out and return their badge at the Vendormate kiosk. Safety of both our patients and suppliers are our primary concern. Efforts to intentionally bypass this procedure may lead to expulsion of the representative and the company they represent. Fort HealthCare is dedicated to complying with applicable laws concerning confidential and personal information. Suppliers are expected to comply with all applicable federal and state laws and regulations governing the protection, use and disclosure of Fort HealthCare's confidential and personal information, including but not limited to the Health Insurance Portability and Accountability Act of 1996 and regulations issued there under ("HIPAA"). Fort HealthCare requires that

representatives who are exposed to the surgical area sign a "Request to be Present in the Operating Room and Release from Liability" form.

Sales representatives must only meet with the appropriate Fort HealthCare staff, i.e. managers, leads, or technical staff. Any communication with Fort HealthCare staff must be conducted with the knowledge of the appropriate purchasing agent. Hours of appointment are from 8:00 a.m. to 3:00 p.m., Monday through Friday. Making an appointment is necessary to ensure no time is lost on your part or ours.

## PURCHASING AUTHORITY

The supplier is to recognize that the Purchasing Department is the only authorized Agent of Fort HealthCare that can commit company resources or authorize changes that may affect costs, delivery or warranty of supplies, equipment and services required for operations and patient care.

## PURCHASING POLICY

Every supplier is required to obtain a purchase order number from an authorized Purchasing Agent. Orders for goods and/or services will not be considered binding upon Fort HealthCare, nor will invoices be paid, without specific authorization in the form of a duly executed Purchase Order. This Purchase Order number must appear on the packing list, invoice, and acknowledgements. On the purchase order will be listed a Fort HealthCare ITEM NUMBER for each product purchased. In order for our Receiving Department to efficiently account for incoming items, it is important that this number accompany the same documents as listed above.

### **Invoices for all locations should be mailed to:**

Fort HealthCare, Inc.

Accounts Payable

611 Sherman Avenue East, Fort Atkinson, WI 53538

**or emailed to:** ap@forthc.com

## GROUP PURCHASING

Fort HealthCare recognizes the impact of Group Purchasing Programs in the area of cost containment and product standardization. We currently support and subscribe to the Health Trust Purchasing Group.

## QUOTES

Send original quotes to the Purchasing Agent with a copy to the requisitioners if other than Purchasing. Fort HealthCare conducts ongoing cost management. We do not abandon the search for qualified vendors once we have established an approved supplier. Email quotes to purchasing@forthc.com.

## REVIEW OF PRODUCTS

Any product or equipment that is proposed for patient care or use within the hospital will first undergo approval and/or evaluation by the Production Evaluation committee prior to an introduction into our facilities. This includes "next generation" products that are intended to replace or improve existing products. This is to ensure that purchased products are FDA compliant, JCAHO compliant, cost-effective, maintain or improve the quality of patient care, standardize products, eliminate duplication or equivalents, consolidate suppliers and reduce/refine inventory levels and processes.

## GIFTS AND GRATUITIES

Fort HealthCare realizes the importance of our suppliers. Therefore, personal gifts are not necessary, nor are any further expressions of appreciation. Unprofessional behavior by any sales representatives will not be tolerated and will be reported to Materials Management for immediate action.

