
Subject: **VENDOR COMPLIANCE**

Department: Administrative

Approved/Amended On: 04/26/2017

Approved By: EMSA Board of Trustees

Effective Date: 07/01/2017

This policy/procedure supersedes all other policies/procedures of the same subject.

Purpose

To provide an effective, efficient and consistent policy for managing vendor relationships and to ensure all purchasing decisions are based on professional judgement, research and analysis.

As a condition of receiving Medicare, Medicaid, and other federal funds, the federal government prohibits payments to business or facility for any items of services furnished, ordered, or prescribed by an individual or entity who has been excluded from participating in the federal health care programs.

Scope

This process applies to all EMSA staff, Operations contractor, and Office of the Medical Director.

Definition

Vendor Representative: includes all sales persons, representatives or other employees of manufacturers, distributors, suppliers and service organizations, intended for use or purchased by EMSA, Operations Contractor and the Office of the Medical Director.

Processes

At the time of signing an EMSA Contract or before making a payment to a new individual, entity, vendor or contractor, will be checked, and scheduled periodically to be a matched against the:

1. List of Excluded Individuals/Entities (LEIE) database managed by DHHS Office of the Inspector General.
2. The System Award Management database, The Excluded Parties Listing System (EPLS).

The Operations Contractor and the Office of the Medical Director are responsible to ensure individuals, entities, vendors, or contractors are not excluded from any federal health care program, for vendor representatives with who they interact.

If a match is identified and verified, EMSA will cease doing business with the vendor immediately.

Faliure to screen vendors or contractors, will result in appropriate corrective actions.