



January 05, 2006

Dear _____ :

In an effort to provide a safe and secure environment for our patients, staff, visitors and vendor representatives, it is important that we implement and enforce specific guidelines regarding access and movement throughout our facilities. As a provider of goods or services to the Detroit Medical Center, it may be necessary for you and other members of your firm to conduct business within our facilities, or meet with staff and/or physicians from time to time. While conducting business within our facilities, it is important that all representatives of your firm abide by the specific guidelines outlined in our Policy and Procedure, Relationship to Vendors, Policy No., 2-MRMPRO 607 (copy attached).

In addition to describing some basic guidelines on conducting business with the Detroit Medical Center, the Policy explains how violations or infractions will be handled. Some key points to remember include:

- All Vendor Representatives must obtain a Vendor Pass from the Information Desk at the facility in which you are visiting.
- Appointments with DMC representatives must be scheduled in advance with the appropriate party.
- A Purchase Order must be obtained from Purchasing prior to the delivery of goods, services or equipment.
- It is expected that all Vendors and their Representatives conduct themselves in a professional and ethical manner when visiting our facilities and conducting business with the Detroit Medical Center.
- Pursuant to the Health Insurance Portability & Accountability Act (HIPAA), the Detroit Medical Center prohibits the use or disclosure of protected health information of its patients without a valid authorization, or unless that use or disclosure is otherwise permissible. Therefore, to the extent any DMC vendor comes in legitimate contact with a patient's protected health information, he/she is prohibited from any use or disclosure of that information which is inconsistent with this, or any other DMC policy, or as prohibited by state and federal law. The DMC shall, in its sole discretion, determine what constitutes a valid authorization, or what is, or is not, otherwise permissible should a conflict arise between the DMC and one of its vendors.

Finally, Policy Attachment #1 is a Vendor Representative Letter of Understanding that must be signed by the Primary Vendor Representative for the Detroit Medical Center and their Manager or other Corporate Management representative. The original letter must be returned to the Detroit Medical Center, Purchasing Department at 3663 Woodward Avenue, Suite 200, 2-1126, Detroit, MI 48201. Please maintain a copy for your records.

We appreciate your cooperation in adhering to our policy, and look forward to continued business with your firm.

Sincerely,

Crystal Kuykendall
Corporate Director, Purchasing
Detroit Medical Center

C: Vendor File
Donald Groth