

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

Title: Vender/Service Tech Registration
Policy Number: HW132
Regulation:

Effective Date: 7/1/2005
Med Staff:
Admin:

I. POLICY

It is the policy of Hardin County General Hospital that all Vendors, Sales Representatives, Service Technicians, and Trainers must register at the front desk prior to visiting the department they are here to see.

II. DEFINITIONS

N/A

III. RESPONSIBILITY

All Staff

IV. EQUIPMENT

ID Badge
Registration Log

V. PROCEDURES

INFECTION CONTROL: N/A

All Vendors, Sales Representatives, Service Technicians, and Trainers are to report to the front desk to register and be issued a Visitor's Pass. If such a representative reports to your respective department they need to be sent immediately to the front desk to register and receive the Visitor's Pass.

The front desk will log the visitor on the Visitor's Log and issue that person a Visitor's Pass. Upon completion of their visit they are then to report back to the front desk and sign out and return their Visitor's Pass.

VI. DOCUMENTATION

Visitor's Pass
Registration Log