

**Griffin Hospital**



# **Purchasing Department**

## **Supplier Handbook**

**130 Division St.  
Derby, CT 06418  
(203) 732-7246**

**[www.griffinhealth.org](http://www.griffinhealth.org)**

## **Welcome**

Welcome to Griffin Hospital. This booklet outlines general information about our policies and procedures that will prove helpful to you and your company in your business relationship with Griffin Hospital. It is the main objective of the Purchasing Department to provide continuous supplies and services to the Hospital in order to run an efficient organization.

### **Purchasing Department Mission Statement**

The Purchasing Department is responsible for the development, maintenance and coordination of all supply purchases for the hospital. Its objective is to provide continuous supplies by purchasing the right item at the right place, at the right time, for the right price.

### **Purchasing Authorization**

The Purchasing Department is authorized (except as identified in the last paragraph below) to commit hospital funds for the purchase of supplies, equipment, and services required for operations and patient care. Any extension of this authority will be granted by the issuance of an appropriately completed purchase order.

Orders for goods and/or services will not be considered binding upon Griffin Hospital, nor will invoices be paid, without specific authorization in the form of a duly executed Purchase Order.

All negotiations leading to the purchase of supplies, equipment and/or services shall be conducted by, or in conjunction with, the Purchasing Department.

At the present time, the Pharmacy, Dietary, and Maintenance

Departments are authorized to purchase pharmaceutical, food, and construction supplies respectively under terms jointly agreed after consultation with the Purchasing Department. All other supplies and/or equipment required for the operation of these departments shall be purchased in accordance with hospital purchasing policies and procedures.

### **Introduction or Review of Products**

It is the policy of Griffin Hospital that any product or equipment that is proposed for patient care use within the hospital to first undergo approval and/or evaluation by the Value Assessment Committee, unless they are reviewed by the Pharmaceutical & Therapeutics Committee.

This formalized system is for the introduction or review of product/equipment, both new and existing. This is to ensure that purchased products are cost-effective, maintain or improve the quality of patient care, standardize products, eliminate duplication or equivalents, and reduce/refine inventory levels and processes. Committee recommendations for evaluation of an item will be designated for a period of 30, 60, or 90 days. The Purchasing Department will help in obtaining sufficient quantities for the trial period.

### **Samples to Departments/Demonstration of Equipment**

The Purchasing Department must approve and provide documentation (a purchase order) for any samples or trial equipment prior to delivery to the hospital. Griffin Hospital cannot accept any responsibility for equipment or supplies left without prior approval and proper documentation. Such merchandise may be considered a donation and no further obligation for it will be assumed by the hospital.

## **Equipment Requirements**

All equipment must meet OSHA requirements and all other Federal and State regulations. All equipment must pass Griffin Hospital's inspection for safety performance and compliance with manufacturer's specifications, prior to acceptance for clinical use. The manufacturer must provide the hospital with two complete users/maintenance manuals which include instructions for use, warning of potential safety hazards, parts lists, schematics, service and maintenance requirements, and standards where applicable.

## **Supplier Access to Departments**

Any supplier wishing to do business with Griffin Hospital must comply with all Purchasing policies and procedures and *must sign in* at the Purchasing Office. Access to departments is by appointment only. Door-to-door solicitation and random calls are not permitted by Griffin Hospital. Suppliers are required to comply with all rules and regulations set forth by Griffin Hospital while on the premises and to comply with posted access restrictions. Any violations of the policies can jeopardize current and future business relationships with the Hospital.

## **Group Purchasing**

Griffin Hospital recognizes the impact of Group Purchasing programs in the areas of cost containment and product standardization and supports participation in programs (such as those currently offered by Amerinet, CHIS, and others) when they are in the best interests of the Hospital.

## **Tax-Exempt Status**

Griffin Hospital is a tax-exempt organization and thus is not required to pay sales tax on materials, supplies, equipment,

or services purchased for official use by or at Griffin Hospital. Griffin Hospital's tax exempt number is 1E00652.

## **HIPAA Business Associate Agreement**

The Hospital is required to identify all businesses that either have or might have access to patients' protected health information and have in place a completed Business Associate Agreement for each. Examples of business associates include those reviewing charts, record storage, temporary labor, equipment repair, or audits. These agreements require businesses that have access to confidential patient information be responsible for protecting that information to the same extent as does the hospital. The purpose of the Business Associate Agreement is to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). A signed business agreement must be on file before any purchase orders will be issued.

## **Shipping & Delivery Information**

All deliveries to Griffin Hospital are F.O.B. Destination. By definition, this means that the title (ownership), and accordingly risks of loss or damage, pass to the Buyer (Griffin Hospital) upon receipt at the designated delivery points, and/or point of service area as determined by a Hospital department.

All shipments must include the hospital purchase order number on all packing lists and shipping labels. Shipments that are inadequately labeled will be refused. All shipments that require special handling must be coordinated with the appropriate department in advance. Shipments are accepted between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday (except Griffin Hospital holidays).

## **Invoicing**

Address all invoices to: Griffin Hospital-Accounts Payable, 130 Division Street, Derby, CT 06418. All invoices must include the hospital's purchase order number.

The central Accounts Payable phone number is (203) 732-7493. The facsimile number is (203) 732-7389. The office hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. (except for Griffin Hospital holidays).

### **How Can You Help Us Do a Better Job?**

- If there are any changes in your company - new address, fax number, phone number, owner, sales representative, etc., please submit this information to the Purchasing Department as soon as possible.
- Refrain from offering gifts or gratuities. All employees of Griffin Hospital are committed to performing their duties pursuant to its Code of Corporate Conduct that expresses the hospital's standards for the way we do business. The complete Code of Corporate Conduct may be accessed on the internet at <http://www.griffinhealth.org/about/compliance.html>
- Tell us if our specifications for a product can be improved, to provide a better performance, a longer-life product, and/or a lower cost.
- Keep us supplied with the latest catalogs and current prices.
- Keep us informed of your back order situations, plant closures, impending shortages or strikes.
- Apprise us of new technological advances.

- Follow through on orders to ensure delivery to us as promised.

## **Location**

The Griffin Hospital Purchasing Department is located in the basement of 130 Division Street, Derby, Connecticut 06418. The department's central phone number is (203)-732-7246. The facsimile number is (203)-732-7568. The office hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. (except for Griffin Hospital holidays). Suppliers will be seen by appointment only during these hours.

## **Directions**

### *Route 34 from New Haven:*

Follow signs to Route 8 North, take Exit 17 Seymour Avenue. At stop sign, turn left onto Seymour Avenue. Follow road for a 1/4 mile. Griffin Hospital is on right.

### *Route 8 South:*

Take Exit 17 Seymour Avenue. At stop sign, turn left onto Seymour Avenue. Follow road for a 1/2 mile. Griffin Hospital is on right.

### *Route 8 North:*

Take Exit 17 Seymour Avenue; turn left at stop sign onto Seymour Avenue. Follow road for a 1/4 mile. Griffin Hospital is on right.

### *Merrit Parkway North/South:*

Take exit 52 (Route 8 N. towards Waterbury). Take Route 8 to exit 17 Seymour Avenue. Turn left onto Seymour Avenue and follow road for a 1/4 mile. Griffin Hospital is on the right.