

## MEMORANDUM

TO: All Medical Service Representatives

FROM: Linda S. Tyler, Pharm.D.  
Kathryn Creekmore, Pharm.D.

DATE: May 3, 2004

RE: Frequently asked questions on new MSR guidelines—updated

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Several questions have arisen regarding the new guidelines. This is an update to the memo set 2 weeks ago. Hopefully this will help clarify most of your questions. If you have other questions, please contact us at 587-9842 or by email, [Linda.Tyler@hsc.utah.edu](mailto:Linda.Tyler@hsc.utah.edu) or [Kathryn.Creekmore@hsc.utah.edu](mailto:Kathryn.Creekmore@hsc.utah.edu).

When do I need to sign in at the main hospital entrance?

Once you get your badge, you sign in once with your name and vehicle license number. You do not need to sign in after that unless you change vehicles or use a day pass because you come less than once a month.

Do I need to sign in at the Pharmacy?

No! You only need to come to the pharmacy to get a day pass if you need one.

Can I alter the HIPAA agreement?

If you are concerned about the phrase, “condition of employment . . .” you may replace that with “condition of entering UUHC as a vendor . . .” (or manufacturer representative if you prefer that term). Cross out the first, add the change, and initial it. We will then also initial that change. Some companies have handled this as an addendum that says something to the effect that this addendum clarifies that you are a vendor and not an employee. That is fine as well.

Other changes are not allowed. If you or your legal office has concerns on other issues, please contact us. We will ask the people who can help. If your legal department or others in your company take it upon themselves to contact others in the organization, it will delay the process as well as make it very fragmented.

What happens if I don't have this signed by April 26<sup>th</sup>?

You can obtain day passes to cover your visits to UUHC. You may have one day pass a month (one for April, one for May, etc.). However you do not need a day pass or vendor badge to visit us, or the pharmacy buyer, Jan Tingey.

When do I need to sign in at the information desk at University Hospital?

Anytime you want to visit anyplace within the Main Health Sciences Center Campus. This includes University Hospital, Moran Eye Center, School of Medicine, Eccles Library, and Huntsman Cancer Institute. You do not need to sign in at University Hospital if you are calling on other facilities such as those in Research Park and the Community Clinics.

When you sign in, you will need to leave your vehicle license number. You do not need to sign out when you leave the facility.

Does my district manager need a vendor badge?

Not unless your manager calls on the organization more than once a month. This is the purpose for day passes.

Where can I get day passes?

At this time, day passes are only issued at University Hospital Pharmacy Services Offices.

Do I need a badge to visit the community clinics?

Yes. Even though you may not usually call on the main Hospital, you will need to stop to get the packet, return the forms, and get your badge.

What about orientation to this new process?

Orientation sessions will be set up in the next week. We will email the dates and times. You will be able to sign up for a session. This will be another opportunity to ask any questions.