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**VENDOR ATTIRE POLICY and PROCESS**

**Notice for the following:**

**Supplier Rep/Managers; Clinical Technicians, and Non-Clinical Supplier Rep/Managers**

**must have an HWSVerified Credentialing account and a RepScrubs account**

**when entering procedural area in an HCA Healthcare facility**

The principal focus of our HCA Healthcare hospitals is to provide exceptional patient care in a compliant, safe and cost-effective environment.

Every non-employee is required to be credentialed with HWS Verified Professionals (VPro) Credentialing. HWS Verified is now integrated with the RepScrubs ScrubPort® dispensing system.

Vendors will only have access to RepScrubs vendor attire provided through the integrated ScrubPort located in the hospital.

***RepScrubs Account***

If you do not have a RepScrubs account and need to enroll, please visit [www.repscrubs.com](http://www.repscrubs.com) and register on their secure website by establishing a personal account with an active credit card. The cost of scrubs will be $7.95 per set with an annual registration fee of $99. **You will need to provide them with your Candidate ID from your HWSVerified VPro account which you can obtain by calling 954-514-1440 and ask for your Candidate ID.**

RepScrubs will provide each VPro a personal Membership ID# and a custom PIN for your security. Once registered, you will have access to the ScrubPort dispensing system, which is stocked with disposable polypropylene scrub sets from Small to XXXL. The scrubs are required attire each time you enter one of the procedural areas.

***What actions do you take when entering an HCA Healthcare Facility?***

1. Login to the HWS VPro kiosk using your VPro acct details to get your daily ID badge.
* In the login process you need to enter a procedural area in order for the VPro Software to inform RepScrubs you need scrubs for the day.
* If you do not enter a procedural area, you will not have access to scrubs and will not be able to enter the procedural area.
	+ *If you do not plan to enter a procedural area, select what is appropriate*.
1. At the ScrubPort® enter your Membership ID# and PIN on the keypad and within seconds you will have access to prepackaged RepScrubs in your correct size, complete with non-skid shoe covers and two bouffant caps.
* A time sensitive expiration badge will print out your information at the point of sale. Please activate your badge for admittance by peeling off the back and adhering it directly over the red “EXPIRED” badge pre-affixed to the scrub shirt, creating an exact match.
* You must also wear the VPro ID badge in a visible location on the scrubs.

Figure 1

* See Figure 1 to the left what your scrub attire should look like.

***Disposing your scrubs***

When it is time to leave the hospital, please discard your RepScrubs in the nearest trash receptacle or proper recycling container. Proper sterile protocol requires that RepScrubs are not to be saved and/or reused in our hospital or transported to any other facility. **Reuse of the disposable scrubs will be considered a violation of our hospital policies and could result in restricted access or disbarment from the hospital.**

We thank you in advance for your participation in this program. We look forward to working with our vendor partners to enhance prevention practices and better manage our patient care environment.

***Customer Service***

If you have questions regarding your credentials, contact HWS VPro at 954-514-1440.

If you have questions regarding Repscrubs, contact 407-547-2680.