

Vendor Instructions

1. New and existing vendors must register and maintain accurate records in the GHX VendorMate system, Tufts MC's selected service provider for contract and contractor registration and management.

Vendors may register by following this link: <https://registersupplier.ghx.com/reg/>

2. Upon successful registration, vendor representatives will be asked to complete required forms and assessments which allows Tufts MC to accept products and services into the organization. Required documents may include:
 - Completion of non-disclosure agreements, business associate agreements (BAA), and other confidentiality and compliance agreements
 - Completion of competency and compliance training
 - Proof of require vaccinations and tests
 - Completion of required criminal background and other background and credentialing checks
 - Completion of required contractual amendments and participation in the [HITRUST Assurance Program](#), where services or products require interaction with any form of regulated personal information.
 - Certificates of insurance
 - Other documents

Vendor representatives who do not provide all required documentation during the registration process will not be authorized to conduct business at Tufts Medical Center until all registration requirements are met.

Message regarding HITRUST Assurance Program: As of September 1, 2018, all vendors and third parties who require access to regulated personal information must present valid HITRUST Certification, issued by the HITRUST Alliance, in order to enter into an agreement with Tufts MC and all Wellforce entities. By 2020, all vendors who require this data must possess certification in order to continue existing agreements.

3. Vendors must maintain complete and accurate records in GHX VendorMate at all times.

CONTACT US:

Questions regarding the Vendor Management Policy or instructions? Please e-mail VenHelp@tuftsmedicalcenter.org with related questions and contract examples.

