

## Supplier Credentialing Process

All suppliers must be properly credentialed prior to visiting The Ohio State University Wexner Medical Center. **Reptrax** is a vendor credentialing provider used by OSUWMC; their website enables our suppliers to register, agree to policies and procedures, and submit proof of vaccinations.

There are two critical steps to becoming a credentialed supplier at OSUWMC: (1) having a **Reptrax** account in good standing and (2) obtaining a hard ID badge from the OSUWMC ID Processing office. Once the credentialing process is completed through **Reptrax**, the OSUWMC ID Processing office will confirm that the **Reptrax** account is in good standing and issue a hard OSUWMC ID badge.

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### Step-By-Step Credentialing Instructions:

#### 1. Credentials Verified through **Reptrax**

- Log into [www.reptrax.com](http://www.reptrax.com). There are two types of accounts: basic and premium \*. Suppliers visiting **any patient care areas** are **required** to have a premium account which costs \$229 annually per representative. Suppliers not visiting patient care areas can have a basic account, but will not be able to complete step 2 below. *\*To learn more about the different **Reptrax** accounts, please visit their website.*
- Associate your profile with the “The Ohio State University Wexner Medical Center” facility in **Reptrax**. Complete the outstanding requirements for facility access which include:
  - Reading and agreeing to all of OSUWMC’s policies and procedures.
  - Uploading a professional picture so staff can recognize the supplier.
  - Faxing most recent (within a year) negative TB test and proof of MMR vaccination. Supplier **must** complete if visiting **any patient care areas**.
- Wait for notification of OSUWMC facility access from **Reptrax**. This typically takes 4 business days.

#### 2. Obtain a Hard Badge from OSUWMC ID Processing Office

- Once requirements are completed through **Reptrax** the supplier will go to the ID Processing office at S128 Rhodes Hall\* to obtain a badge. *\*Main University Hospital at 450 W 10th Ave, across from the cafeteria.*
- Please bring a photo ID and proof of social security number for background check processing.
- A badge will be released upon BCI and FBI background check clearance.
- ID Processing is open Monday - Thursday 7am-12pm and 1pm-4pm; Friday is by appointment only. Call (614) 293-4452 schedule an appointment.
- OSUWMC hard badges are valid for one year from the date of the most recent TB test. Only suppliers with a recent negative TB test can obtain a hard OSUWMC ID badge. There is a fee to replace lost badges.

#### 3. Maintain **Reptrax** Credentials and Comply with OSUWMC Policies

- Suppliers should not be entering OSUWMC departments without a pre-arranged appointment accepted by an OSUWMC staff member.
- Properly check-in and check-out at of facilities..
- Obtain a new hard badge from OSUWMC ID Processing office each year when TB test expires.
- Suppliers with outstanding requirements will have their facility access revoked through **Reptrax** and OSUWMC Security will be notified.

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Questions regarding the OSUWMC supplier credentialing process? Contact [Purchasing@osumc.edu](mailto:Purchasing@osumc.edu).

Questions about using **Reptrax**? Contact **Reptrax** Customer Service at (214) 222-7484.