

Vendor Credentialing SOP



01 Definition

Credentialing is a vetting process used by healthcare facilities to verify the background information, skills, and competency levels of its representatives. Most third-party credentialing services customize the requirements to each health system.



02 Vendors

Find out what credentialing provider your hospital requires.

Enroll in the vendor service as applicable. Expense to your Corporate Credit Card. Some required vendors are:

- Vendormate (GHX) (**Bioventus Corporate Account**)
- IntelliCentrics Sec3ure
- Symplr
- Green Security
- VendorStat
- Parallon
- O.R. Trax



03 Courses

Complete the required courses assigned in Biolearn for certificates:

- HIPAA
- Bloodborne Pathogens/Aseptic Techniques
- OR Protocol
- Sexual Harassment Training

Use a third-party learning program to complete all other required training to include annual requirements:

- Electrical Safety
- Fire Safety
- Radiation Safety
- Radiation Dosimetry



04 Contacts

Background Checks, Drug Screening, Sex Offender Registry, Certificate of Liability Insurance, Employment Verifications, Vaccine Exemptions, and Letters of Attestation on letterhead:

hrteam@bioventus.com

Letter of Competency, Training Certificates, and Training Documents:

[Request Form](#)

Vendor Credentialing: What We Provide

Credentialing requirements vary by facility and platform. Use this quick reference guide to identify which documentation and training Bioventus can provide, and which requirements must be completed through the credentialing platform or another approved source.



HR Provided

Letters of Attestation/Results:

- Background Check
- Drug Test (10 panel)
- Sex Offender Registry
- Certificate of Liability Insurance
- Employment Verifications
- Vaccine Declarations
- Association of Tissue Banks (AATB)
- Job Descriptions

Reach out to:

hrteam@bioventus.com



Biolearn Provided

Learnings:

- HIPAA
- Bloodborne Pathogens/Aseptic Techniques
- OR Protocol
- Letters of Product Competency
- Sexual Harassment Training

Enter a Request:

[Biolearn Request Form](#)



Not Provided by Bioventus

Requests:

- Evidence of Vaccines
- Hard Badge
- Vendor Policies

Learnings:

- Electrical Safety
- Fire Safety
- Radiation Safety
- Radiation Dosimetry

Complete Requirements at:

[JANUS Credentialing](#); or
[HIPAA Exams](#); or
Your Credentialing Platform