

# 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:

- IntelliCentrics Sec3ure
- Symplr
- Vendormate (GHX)
- Green Security
- VendorStat
- HCA Parallon
- RepScrubs



## 03 Courses

Complete the required courses assigned in BioLearn:

- HIPAA
- Bloodborne Pathogens/Aseptic Techniques
- OR Protocol

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

- Electrical Safety
- Fire Safety
- Radiation Safety

Website: <https://jeicred.com/>



## 04 Contacts

Background Checks, Drug Screening, Sex Offender Registry, Certificate of Liability Insurance, Employment Verifications, Vaccine Exemptions, and Letters of Attestation on letterhead:  
[jamie.rosehart@bioventus.com](mailto:jamie.rosehart@bioventus.com)  
[maryann.marseglia@bioventus.com](mailto:maryann.marseglia@bioventus.com)

Letter of Competency, Training Certificates, and Training Documents:  
[Request Form](#)