Texas Tech University Health Sciences Center El Paso
Institutional Compliance Procedure

Procedure: HSCEP OP 52.16 Pro Vendor TB Test Compliance	
Effective Date: 7-1-2019	**Last Revision:**
References: HSCEP 52.16	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhsc.edu/compliance/	

Procedure Statement

The vendor TB test compliance check will be performed on a monthly basis or as often as the Clinical Operations Committee meets.

Scope

This procedure applies to the Institutional Compliance Department with reports to the Clinical Operations Committee.

Procedure

1. Open the Batman folder
2. Open the COC vendor monitoring folder
3. Create a new folder with the current date maintaining the following format, 2019-3-26
4. Open in the folder from the previous month
5. Open the word document named, "compliance summary"
6. Save this document in the folder that was created in step number three with the following name, "compliance summary (current date) utilized the format from step number three
7. This document is number template for a new report and you will update the document accordingly with a new date and if new numbers from the newly pulled reports.
8. Logging in to the Vendormate System https://login.ghx.com/login
9. Select Vendormate credentialing
10. Select reports
11. Open the badge station activity report section
12. Open the report titled badge station activity log
13. From date - Enter the dates beginning with the last date of the previous report
14. To date – enter today's date
15. Location – choose El Paso
16. Departments – choose all
17. Badge result – choose all
18. Vendor status – choose all
19. Export type –XLSX
20. Download the report
21. Open the report
22. Click on the enabled editing button
23. Save the report in the folder created in step number three
24. Delete row number one and number two

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25. Make a copy of the data by dragging into a new   in the same workbook
26. Use of the data from the spreadsheet to determine how many visits were recorded on your report, enter this number on the report template created in step number seven
27. On the spreadsheet go to the data tab and remove all of the duplicate the emails listed in the report this will give you a number of vendors that have visited our clinic record is number on the report template created in step number seven
28. Save the spreadsheet
29. Return to the Vendormate credentialing dashboard and open the compliance report section
30. Open the report titled Rep requirements status
31. Location – choose El Paso
32. Departments – choose all
33. Requirement – tuberculosis
34. Alert status – fail
35. Export type –XLSX
36. Download the report
37. Open the report
38. Click on the enabled editing button
39. Save the report in the folder created in step number three
40. Open the first spreadsheet and create a new work page
41. Label cell A1 positive TB
42. Copy all of the e-mail addresses from the second spreadsheet into column A
43. Label cell B1 Visits
44. Copy all of the e-mail addresses from the first spreadsheet (badge station activity log) into column B
45. Column A create a data set from the data
46. Label cell C1 VLOOKUP
47. Cell B2 enter the VLOOKUP formula
48. Name the data set TB
49. C1 enter the VLOOKUP formula
50. Drag the formula to the end of the name list.
51. Save the spreadsheet
52. If there is a name and to alert the institutional compliance officer
53. There is not in a match enter the date on the report, save the report
54. Complete the report template
55. Make the entry into the database (please copy test from the previous entry to help with continuity)
56. Inform the institutional compliance officer that the results are in the folder

Frequency of Review
Review Date:

Revision Date:

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