

# Vendor Registration



CentraCare Health is committed to providing the best patient care available to our patients. As a healthcare industry representative, you are an integral part of this process. It is our priority to assure you are compliant with hospital policy and JCAHO standards.

We require our entire suppliers document they meet our standards for environmental, health, safety, privacy and quality. CentraCare Health has partnered with Reprax to help manage documentation and the approval process established by CentraCare health. Please go to [www.reprax.com](http://www.reprax.com) to register, and begin completing your profile by submitting the required compliance documentation for our review.

Once you have registered, or if you already registered, please sign in and follow these easy steps. These steps must be completed before you will be able to enter our facilities. Your privileges will not be activated until this requirement is met.

## Supplier registration steps to create a Reprax account:

1. Visit [www.reprax.com](http://www.reprax.com).
2. Click Register Now and create your account.
  - If you are already a Reprax member, there is no need to create a new account but please be sure that your profile is attached to our facility.
3. A password will be sent to your e-mail address.
  - Your registration is NOT complete until you follow the directions in the e-mail sent to you.
4. Log in to [reprax.com](http://reprax.com) and COMPLETE your registration.
  - This includes attaching your account to the facilities within your territory.

## Credential approval steps

1. View credential details to understand the definition of each credential and what is required to satisfy the credential. This is information in the rep's Reprax account.
2. Submit credential documents to Reprax via fax or upload. Credential documents will not be accepted via email.

After your credentials have been submitted, Reprax will review the information and notify CentraCare Health the records are complete. You will receive an email indicating that you are compliant. This process can take up to 5 days to complete. If you fail to comply you will be notified by Reprax and CentraCare Health and your continued visitation to the facilities will terminate.

## Supplier check in / out steps

As you enter CentraCare Health facilities, proceed to the supplier check in locations to receive a name badge. Each site does have different locations; staff at the hospitals should be able to direct you to the correct area in the department you are visiting. Please return the badge when you exit and be sure to check-out of Reprax. You can do so via the Reprax app or request with CentraCare Health staff to check you out when you return your badge.

We look forward to continuing to work with you and your company. Thank you for participating in our efforts to provide the safest environment possible for our patients and you.

## Questions

Call Reprax at 1-214-222-7484, Monday-Friday, 7 a.m. - 6 p.m. CST