



Dear Vendor Representative,

In an effort to enhance the security of the Central Services (CS) Department, we are restricting access to authorized employees only. If you have a valid need to enter the area, an employee from the department for which you need access will escort you and assist you with your need.

If you are delivering instrumentation for a surgical case, you must check in your product 24 hours prior to the scheduled surgery case. Vendors seeking products or picking up instrumentation that was used for a case in the OR must remove the product within 24 to 48 hours post-op. Loaner sets not removed from Virginia Mason Medical Center within 72 hours will be returned via UPS/FedEx.

If you are seeking products or instrumentation for a case in the OR an employee from the appropriate department will locate and transport the item to the proper OR suite.

We appreciate the important role you play in helping us provide the best care possible for our patients. We are grateful for your cooperation as we work to improve security in our area. Should you have any questions, please direct them to the following areas:

- Central Services (206) 625-7348
- Supervisor, SPD (206) 625-7373, Ext 61338

Thank you,

Distribution and Central Services Management