

## Vendor Files

- I. The local agency vendor coordinator will keep a file for each vendor that has been authorized in their clinic service area.
  - a. It is the option of the local vendor coordinator whether they choose to maintain traditional paper files or keep electronic files with scanned copies of documents.
- II. Vendor files will contain the following documentation:
  - a. A vendor contact log which will be utilized to document all contacts with the vendor;
  - b. A copy of the current Vendor Agreement;
  - c. A copy of any written complaints;
  - d. A copy of monitoring instruments;
  - e. Copies of documentation from vendor training; and
  - f. Copies of specific correspondence sent to the vendor.
- III. Documentation older than four years may be removed from the files and destroyed.