NOVANT HEALTH

Vendor Credentialing Process

Review for the vendor credentialing process.

1. Go to the [Supply Chain - Vendor Management SharePoint site](#) and download the Green Security Welcome Packet based upon type of non-Novant Health Worker/Vendor (Doulas, Construction/Facilities/Maintenance, General). Send the packet to the Company and/or non-Novant Health Worker.

    The Welcome Packet includes the following:

    a) Green Security Vendor Notification Letter

    b) Green Security Mobile Check-in Configuration Instructions

    c) Novant Health Requirement Policy/Guideline Listing

    d) Discounting Pricing for Drug Testing & Immunizations

    e) Green Security Kiosk Locations

2. The non-Novant Health Worker is responsible for registering in Green Security and completing all requirements and policy acknowledgments.

3. **BEFORE** providing *any* access to a non-Novant Health Worker, log into Green Security and verify the status of the worker.

    NOTE: Please allow 5-7 days for Green Security to verify the representative.

4. Green Security will issue hard badges for those representatives that have been fully vetted. This badge will be mailed direct to the representatives mailing address on file and be mailed via USPS.

    The Green Security hard badge will be used to scan at a facility kiosk and is totally separate from a Novant Health issued hard badge.

5. The Novant Health team member must initiate the non-Novant Health Worker appointment in Green Security. Appointments must be prior to visitation.

6. The Novant Health team member approves the non-Novant Health Worker appointment in Green Security.