



ALASKA NATIVE MEDICAL CENTER



September 25, 2009

To Whom It May Concern:

Please be advised that ANMC has changed our processes for Contractors, Vendors, Supplier's who are performing work or services in either the main hospital or the Primary Care Center. For the remainder of this letter, the term "Contractor" will represent this entire group of contract employees. As we continue to improve our internal processes your role is crucial and our first priority is the health and safety of patients/customers, staff and visitors.

For contractors that work at ANMC for more than two weeks cumulative in a year, effective Thursday, October 1, 2009 you will be required to complete a Contractor Compliance Packet. You may refer to our website www.anmc.org/visitors/contractor open the Contractor Orientation manual and download the compliance packet. On your next visit to ANMC, please provide the completed post test and signed confidentiality agreement when you register or sign in.

Before initiating any services all contractors that will be performing work in the main hospital must report to the Hospital Materials Management Office located in the lower level of the hospital. Office hours are 7:00am to 4:00pm Monday-Friday contact number is 729-1481. For contractors that will be performing work in the Primary Care Center report to Southcentral Foundation Corporate Office located at 4501 Diplomacy Drive. Office hours are 8:00am-5:00pm Monday-Friday contact number is 729-5700.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian A. Echavarría".

Vivian A. Echavarría FACHE
Director of Operations