

Subject: UK HealthCare Credentialing Program Launch

Dear Supplier Representative,

UK HealthCare is committed to delivering the best in patient care. Our vendor relationships are an integral component to this mission. Prior to conducting business with UK HealthCare, all vendor representatives are required to register with our new Vendormate Credentialing program. One annual credentialing fee covers your company as well as all representatives of your company that interact with UK HealthCare.

To complete the registration process:

If you <u>already</u> have a Vendormate Credentialing profile:	If you <u>need</u> to create a Vendormate Credentialing profile:
1. Sign in at https://login.ghx.com	1. Navigate to https://login.ghx.com
2. Select <i>Vendormate Credentialing</i> in the Credentialing & Compliance tile if directed to the GHX home screen.	2. Select the <i>New Supplier Registration?</i> Link, follow the prompts to create a profile.
3. Click the <i>Connect with a new Health System</i> link.	3. Once you've created your profile, log in and search for UK HealthCare.
4. Search for UK HealthCare.	4. Select the <i>Register</i> button next to UK HealthCare.
5. Select the <i>Register</i> button next to UK HealthCare.	5. Complete the registration process and fulfill all requirements. Your basic information and applicable documents will auto-populate based on your registration with other Vendormate Credentialing hospitals.
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The price ranges from \$25 to \$299 per year depending on your company's relationship with our organization and is paid directly to our partner, Vendormate Credentialing. It is important that each representative registers individually to maintain their personal credentials and ensure ongoing access to our facilities.

A federal tax identification number (FEIN) and a credit card are required to complete the initial registration. Additional representatives only need the federal tax identification number (FEIN).

Sincerely,
UK HealthCare Credentialing Program