

<b>TITLE:</b> Supplier Criteria	<b>POLICY DESCRIPTION:</b> Criteria for Consideration of Supplier in Contract Bid Process
<b>PAGE:</b> 1 of 2	<b>TYPE:</b> National Agreements
<b>EFFECTIVE DATE:</b> August 31, 2005	<b>REFERENCE NUMBER:</b> HPG.010

**SCOPE:** All HealthTrust Purchasing Group (“HPG”) colleagues in all departments, all members of HPG Clinical committees and Advisory Boards, and all HPG Suppliers.

**PURPOSE:** To establish uniform criteria for becoming a contracted supplier for HealthTrust Purchasing Group.

**POLICY:** Relying heavily on Clinical, Technical and Operational Advisory Boards, HPG utilizes a member-driven contracting process (see HPG.008 for Contract Process policy) to determine which vendors to include in a specific bid process. Additionally, HPG analyzes market share data, market trends and new technologies. Beyond selection, companies considered must meet specific HPG criteria.

**DEFINITIONS:**

**Annual Contract Plan** – In the 4th quarter of every year, the National Agreements team creates a Contract Plan for the subsequent year. This plan includes any renewals for existing contracts which are expiring, any known amendments or extensions of existing contracts and proposed new contracts. Once the plan is approved by the VP of National Agreements, each Contract Manager enters their portion of the Annual Contract Plan into GOALS. The plan often changes throughout the year to include new contract projects as they arise based on need. These changes are then entered into GOALS by the applicable Contract Manager with a reason for the change. This plan is posted to the HPG website for viewing by potential Suppliers.

**HPG’s Membership** – HPG’s membership is made up of over 750 acute care facilities, 250 surgery centers and 570 other healthcare entities located across all 50 states of the nation.

**PROCEDURE:**

- 1) It is HPG's sincere intent to establish vendor relationships using only the highest legal, moral, and ethical standards. HPG’s screening process for new vendors is rigorous, yet necessary, to ensure that each Supplier is capable of meeting HPG’s standards and supply demands. Suppliers must meet the following criteria to be considered in the contract bid process:
  - a) The supplier's product must meet or exceed the levels of quality, durability and cost-effectiveness of the products currently under contract or being utilized by HPG;
  - b) The supplier's distribution system must be able to accommodate HPG's volume without undue delays and back orders;
  - c) Distribution must be of a national scope, such that all HPG membership may be served efficiently;
  - d) An effective national sales force must be in place to provide sales support and in-service to all HPG members;
  - e) All negotiations, evaluations and contract administrations are to be coordinated by HPG’s

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<p>National Agreements team in Brentwood, Tennessee, not with individual members of HPG;</p> <p>f) Financial stability and long term viability must be exhibited;</p> <p>g) A National Account Manager should be provided to coordinate all business dealings between the supplier and HPG. A single point of contact is essential for smooth negotiations, implementation and administration of national agreements;</p> <p>h) The Supplier's sales force will service all HPG accounts with regard to all contracted products.</p> <p>i) The supplier must submit pricing file information in a format that can interface into HPG's Electronic Pricing file system.</p> <p>j) Detailed reports of usage information by facility are required periodically (at least quarterly) from the supplier;</p> <p>k) The supplier is encouraged to use creative and innovative approaches in order to improve service and quality, and to contain costs.</p> <p>2) Suppliers which are not currently a contracted vendor with HPG but are interested in becoming one of HPG's vendors, should complete and electronically submit HPG's <b>Prospective Vendor Request Form</b> (see <b>Exhibit A</b> attached) which is available on HPG's website. Inquiries from non-contracted vendors will not be accepted without first submitting this form.</p> <p>3) HPG works closely with its members to identify opportunities for services and products not covered by HPG contracts. Supplier questionnaire responses will be indexed by product or service category and considered upon expiration of HPG's current agreements or if a specific need is identified and prioritized by HPG members. Submitting a completed questionnaire does not ensure that a supplier will become an HPG contracted supplier. Suppliers will only be contacted if the HPG contract for their product category is up for renewal or bid. If a supplier's product category is still under contract, their submission will be kept on file for future reference. When and/or if their product category is up for renewal or bid, HPG will contact them for further information.</p> <p>4) HPG's Annual Contract Plan is available for viewing by all potential Suppliers on the HPG website in the "Supplier" area. See <b>Exhibit B</b> attached.</p>
<p><b>REFERENCES:</b>  <b>HPG.008 Contract Process Policy</b></p>

# EXHIBIT A

## Prospective Vendor Request Form

**DISCLAIMER:** *This is for informational purposes only.* This is an application to request consideration to become an HPG vendor.

**PLEASE READ:** Thank you for your *interest* in becoming a HealthTrust Purchasing Group (HPG) contracted supplier. Your profile information will be kept on file until such time this product line falls within our contract plan. At such time, and if your company meets HPG's criteria, your organization will receive a "Request for Information" (RFI) from HPG. *Due to the tremendous volume of profiles, we ask that you do not contact us by phone to inquire on the status of your profile or our contracting plan.* **\*Required Fields**

\* Enter your initials to accept these conditions

Company Name: \*

Company Address: \*

City: \*  State: \*  Zip: \*

Phone: \*  Toll-Free No: \*

Fax: \*  Email: \*

Web Site (URL): \*

Ownership Status:

- Corporation
- Joint Venture
- Limited Liability Company
- Partnership
- Private
- Proprietorship
- Public

Small Disadvantaged Business Concern:

- Asian Pacific American
- Black
- Hasidic Jewish American
- Hispanic
- Native American
- Subcontinent Asian American

# EXHIBIT A

## Prospective Vendor Request Form

**Certified Small Business Concern:**   
(As defined by the small business act)

**Certified Women-Owned Business:**

**Geographic Service Area:**

- International
- Local
- National
- Regional

**Approximate Sales Volume:**

**Current Year's Rolling 12 Months:** \*

**Previous Year's Rolling 12 Months:** \*

**Information Products or Services:** (Please check all that apply)

- Clinical Capital Equipment
- Clinical Supplies
- Food Procurement & Services
- Information Technology Products & Services
- Laboratory Equipment & Supplies
- Non-Clinical Supplies
- Non-Clinical Capital Equipment
- Other-Products & Services - Please Explain:

**What percentage of your business is direct?** \*

**What percentage of your business is through a distributor?** \*

**How many distributors do you have?** \*

**What is the name of your National Sales Manager?**  
\*

## EXHIBIT B

### Annual Contract Plan

NATIONAL AGREEMENTS 2006 GOALS					
QTR	YEAR	PROJECT	PRODUCT	CONTRACT # (If Applicable)	EXP DATE
1	2006	Carotid Stents	Carotid Stents		
1	2006	Baby Care Products	Baby Care Products	#000357	02/28/06
1	2006	Mouth Care Systems	Mouth Care Systems	#000888	02/28/06
1	2006	Cast Padding	Cast Padding	#000598	3/31/06
1	2006	Surgicell, Surgifoam, Instat	Surgicell, Surgifoam, Instat	#000974	3/31/06
1	2006	TED Stockings	TED Stockings	#000621	2/28/06
1	2006	Transparent Dressings	Transparent Dressings	#000826 / #000827	2/28/06
1	2006	Physician Services	Physician Services	#000858	1/31/06
1	2006	Urology Products - Specialty	Urology Products - Specialty	#000824 / #000447	5/31/06
1	2006	Mesh - Hernia Fixation Devices	Mesh - Hernia Fixation Devices	#000961	3/31/06
1	2006	Irrigation - Suction and Powered	Irrigation - Suction and Powered	#000287 / #000964	2/28/06
1	2006	Trays - Special Procedure	Trays - Special Procedure	#000732	1/31/06
1	2006	Bone Cement	Bone Cement		
1	2006	Hip/Knee Accessories	Hip/Knee Accessories		
1	2006	Cranio-maxillofacial Project	CMF		
1	2006	Hip/Knee Upcharge Review	Hip/Knee Upcharge Review		
1	2006	Payment Term Incentive Project	Payment Term Incentive Project		12/31/07
1	2006	Endoscopy - GI	Endoscopy - GI		1/31/06
1	2006	Blades	Blades		1/31/06
1	2006	Detergents and Enzymatic Solutions	Detergents and Enzymatic Solutions		1/31/06
1	2006	Surgical Tape, Drapes, Clippers	Surgical Tape, Drapes, Clippers		1/31/06
1	2006	Foldable IOLs	Foldable IOLs		1/31/06
1	2006	Misc Commodities (Scales, Stopcocks, Car Seats)	Misc Commodities(Scales, Stopcocks, Car Seats, etc)	#000417	2/1/06
1	2006	Gamma Knife	Gamma Knife		
1	2006	Film- Xray	Film- Xray		
1	2006	Lancets- safety	Lancets- safety		
1	2006	Needles- Safety Blood Collection (Lab specific pro	Needles- Safety Blood Collection (Lab specific products)		

## EXHIBIT B

### Annual Contract Plan

NATIONAL AGREEMENTS 2006 GOALS					
QTR	YEAR	PROJECT	PRODUCT	CONTRACT # (If Applicable)	EXP DATE
1	2006	HIV rapid Test Kits	HIV rapid Test Kits		
1	2006	Blood Culture System- Blood Culture Media & Bactec	Blood Culture System- Blood Culture Media & Bactec		
1	2006	Infant Care Equipment	Infant Care Equipment (warmers)		11/30/05
1	2006	Infant Care Equipment	Infant Care Equipment (photo therapy)		11/30/05
1	2006	Breast Pumps	Breast Pumps and Related Supplies	500161	12/31/2005
1	2006	Prostate Seeds (Brachytherapy)	Prostate Seeds	000729	11/30/05
1	2006	Infant Care Equipment	Infant Care Equipment (Incubators, SS cribs, bassinets)		11/30/05
1	2006	Cardiac Equipment	Cardiac Equipment & Supplies, BNP	000629	03/31/05
1	2006	Cardiac Equipment	Cardiac Equipment & Supplies	000390	03/31/05
1	2006	POC Coag	POC Coag		
1	2006	Rental Equipment	Rental Equipment	500134	12/31/05
1	2006	CAD	Computer Aided Detection Equip.	500297	03/31/05
1	2006	Small Parcel Freight	Small Parcel Freight		
1	2006	LD Voice & Data	LD Voice & Data		
1	2006	Rental Cars	Rental Cars		12/31/2005
1	2006	Infant Nutritionals	Infant Nutritionals		
1	2006	Equipment	CV PACS		
1	2006	Non OEM	Brasseler		
1	2006	LMS	LMS		
1	2006	Cell Phones	Cell Phones	600097	
1	2006	AP Scanning	AP Scanning		
1	2006	Transcription Services	Transcription Services		03/31/2006
1	2006	Copiers	Copiers		04/30/2006
1	2006	Copier Supplies & Scvs	Copier Supplies & Services		04/30/2006
1	2006	Travel Expense S/W	Travel Expense S/W		03/15/2006
1	2006	Staffing Services	Staffing Services		03/31/2006
1	2006	HIM Professional Svcs	HIM Professional Svcs		04/30/2006

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NATIONAL AGREEMENTS 2006 GOALS					
QTR	YEAR	PROJECT	PRODUCT	CONTRACT # (If Applicable)	EXP DATE
1	2006	Printer/Peripherals/PDAs	Printers/Peripherals/PDAs		06/30/2006
1	2006	Desktops/Laptops/Monitors	Desktops/Monitors/Laptops		06/30/2006
1	2006	Servers/Wintel/Linux	Servers/Wintel/Linux		06/30/2006
1	2006	Network Hardware	Network Hardware		06/30/2006
1	2006	Gas Plasma Sterilizer	Gas Plasma Sterilizer		01/21/2006
1	2006	Direct Distribution Agreement	Direct Distribution Agreement Anesthesia		07/31/2006
1	2006	Beds, Patient Rm Furniture, Stretchers	Beds, Patient Rm Furniture, Stretchers		01/31/2007
1	2006	Pharmacy Reference	Pharmacy Reference		02/28/06
1	2006	Infant Tracking	Infant Tracking		
1	2006	Anesthesia Circuits	Anesthesia Circuits		
1	2006	Purchase Card Program	Purchase Card Program		
1	2006	Office Supplies	Office Supplies		06/30/06
1	2006	Light Bulbs(RB)	Light Bulbs(RB)		02/28/2006
1	2006	Baby Photo Services (RB)	Baby Photo Services (RB)		03/31/2006
1	2006	Yellow Page Advertising (RB)	Yellow Page Advertising (RB)		04/30/2006
1	2006	Trash Can Liners (RB)	Trash Can Liners (RB)		05/15/2006
1	2006	Batteries (RB)	Batteries (RB)		05/31/2006
1	2006	Promotional Products	Promotional Products		12/31/2006
1	2006	Physician Credentialing ASP	Physician Credentialing ASP		
1	2006	Physician Mobility S/W	Physician Mobility S/W		
1	2006	Pediatric ER Kits	Pediatric ER Kits		
1	2006	MAN 8,9,19,11,15,20&25	MAN 8,9,19,11,15,20&25		
1	2006	Drugs of Abuse, Cardiac Markers, BNP	Drugs of Abuse, Cardiac Markers, BNP	000629	03/30/05
2	2006	Cypher Stent 2006	Cypher Stent 2006		
2	2006	Hand Sanitizer Products	Hand Sanitizer Products	#000860/#000861	05/31/06
2	2006	Soap - Hand (Caregiver Skincare)	Soap - Hand (Caregiver Skincare)	#000337	05/31/06
2	2006	Ice Bags	Ice Bags	#000757	5/31/06

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<b>QTR</b>	<b>YEAR</b>	<b>PROJECT</b>	<b>PRODUCT</b>	<b>CONTRACT # (If Applicable)</b>	<b>EXP DATE</b>
2	2006	Endomechanical and E Packs	Endomechanical and E Packs	#000797	6/30/06
2	2006	Foam Products	Foam Products	#000883	10/31/06
2	2006	Instruments - Surgical	Instruments - Surgical	various	12/31/06
2	2006	Suture and Dermabond	Suture and Dermabond	#000082	6/30/06
2	2006	Spinal Implants 2006	Spinal Implants		
2	2006	Bone Putty	Bone Putty		
2	2006	Magnetic Navigation Project	Magnetic Navigation Project		
2	2006	CSA - J&J	CSA - J&J		
2	2006	CSA - Trinity	CSA - Trinity		
2	2006	CSA - Cardinal	CSA - Cardinal		
2	2006	Pharmacy Automation: Drug Packaging/Dispensing Eq	Pharmacy Automation: Drug Packaging/Dispensing Eq		
2	2006	Analyzers- Hematology	Analyzers- Hematology & Supplies, plus fee per billable		
2	2006	Microbiology Equipment & Supplies	Microbiology Equipment & Supplies		
2	2006	Serology & Perisitology Kits	Serology & Perisitology Kits; C. Difficile		
2	2006	Histology Products (stain/formalin containers/Para	Histology Products (stain/formalin containers/Parafins/Blades)		
2	2006	Reagents- Blood Bank	Reagents- Blood Bank		
2	2006	CAD for Lung	Computer Aided Detection Equip. for Lung CT		
2	2006	Rapid testing (misc.)	Rapid testing (misc.)		
2	2006	Film	Film (Mammography & Oncology)	000736	07/31/05
2	2006	Anesthesia Trays (Epidural & Spinal)	Anesthesia Trays (Epidural & Spinal)		
2	2006	Roasted Coffee	Roasted Coffee		
2	2006	Tech Refresh	Tech Refresh		
2	2006	IT H/W Disposal	IT H/W Disposal		
2	2006	Long Distance Voice & Data	Long Distance Voice & Data		11/26/2006
2	2006	Web Content	Web Content		10/31/2006
2	2006	Suction-Closed Catheter Systems	Suction - Closed Catheter		08/31/2006
2	2006	Surgical Microscopes	Surgical Microscopes		08/31/2006

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NATIONAL AGREEMENTS 2006 GOALS					
QTR	YEAR	PROJECT	PRODUCT	CONTRACT # (If Applicable)	EXP DATE
2	2006	Arterial Blood Gas Kits	Arterial Blood Gas Kits		08/31/2006
2	2006	Endotrach Tubes	Endotrach Tubes		09/31/2006
2	2006	Purchase Card	Purchase Card		08/31/06
2	2006	Travel Card	Travel Card		08/31/06
2	2006	MRO Items	MRO Items		07/31/2006
2	2006	Rubbermaid Products	Rubbermaid Products		07/31/2006
2	2006	Cubicle Curtains	Cubicle Curtains		09/30/2006
2	2006	Cash Register S/W	Cash Register S/W		10/31/2006
2	2006	Document Imaging & Workflow	Document Imaging & Workflow		
2	2006	Point of Care Broker	Point of Care Broker		
2	2006	Interactive Voice Response	Interactive Voice Response		
2	2006	Syntel Restructure	Syntel Restructure		
2	2006	Oracle HTB	Oracle HTB		
2	2006	MAN 3,13,14,16,18,19,21,26&28	MAN 3,13,14,16,18,19,21,26&28		
2	2006	HA1C (Hemoglobin)	HA1C (Hemoglobin)		
2	2006	DNA Probes	DNA Probes		
3	2006	Commodites (baby bonnets, telemetry pouches)	Commodities (baby bonnets, telemetry pouches)	#000479	07/31/06
3	2006	Incontinence Tissue Products	Incontinence Tissue Products	#000399	12/31/06
3	2006	Contigen Products	Contigen Products	#000856	12/31/06
3	2006	Restraints - Fall Prevention	Restraints - Fall Prevention	#000857 / #000578	7/31/06
3	2006	Grafts - Textile and Woven	Grafts - Textile and Wovens	#000444	7/31/06
3	2006	Mesh - Marlex	Mesh - Marlex	#000345	7/31/06
3	2006	Grafts - Vascular	Grafts - Vascular	#000875 / #000372	7/31/06
3	2006	Ophthalmology Surgical Disp	Ophthalmology Surgical Disp	#000813	7/31/06
3	2006	Ligating Clips	Ligating Clips	#000513	7/31/06
3	2006	Scalpels - Harmonic and Coag	Scalpels - Harmonic and Coag	#000439	6/30/06
3	2006	Ports (Vascular Access Implanted)	Ports (Vascular Access Implanted)	#000279	7/31/06

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QTR	YEAR	PROJECT	PRODUCT	CONTRACT # (If Applicable)	EXP DATE
3	2006	Trauma 2006	Trauma Implants		
3	2006	Intra-Aortic Balloons and Accessories	Intra-Aortic Balloons and Accessories		
3	2006	Intra-Aortic Balloon Pumps	Intra-Aortic Balloon Pumps		
3	2006	CSA - Arizant	CSA - Arizant		
3	2006	CSA - Tronex	CSA - Tronex		
3	2006	CSA - 3M	CSA - 3M		
3	2006	CSA - Conmed	CSA - Conmed		
3	2006	Cardiac Casemix ASP	Cardiac Casemix ASP		
3	2006	Microbiology	Microbiology Supplies: Prepared Media Plates & Swabs	000181	12/31/06
3	2006	Radiopharmaceuticals- Bulk Radioisotope & Definity	Radiopharmaceuticals- Bulk Radioisotope & Definity		
3	2006	Reprocessing Services for Single Use Devices	Reprocessing Services for Single Use Devices		
3	2006	Filters- Blood & HME Water Filter	Filters- Blood & HME Water Filters		
3	2006	Carpet	Carpet		
3	2006	Histology /Cytology/Pathology equipment	Histology /Cytology/Pathology equipment		
3	2006	Blood Bank equipment	Blood Bank Equipment (platelet agitators, refrigerators)		
3	2006	Filters: Water (for lab testing)	Filters: Water for lab testing		
3	2006	Microbiology	Microbiology Supplies: Prepared Media Plates & Swabs	000181	12/31/06
3	2006	Exam Tables	Exam Tables		
3	2006	Powered Instruments	Powered Instruments		
3	2006	Modular Bldgs.	Modular Bldgs.		
3	2006	Reverse Auction Application	Reverse Auction Application		12/31/2006
3	2006	Local Telecom Service	Local Telecom Service		12/31/2006
3	2006	Print Services	Print Services		02/28/2007
3	2006	Resuscitation Bags	Resuscitation Bags		10/31/2006
3	2006	Pulse Oximetry	Pulse Oxemetry		11/30/2006
3	2006	Pulmonary - Metabolic Diagnostic Instruments	Pulmonary - Metabolic Diagnostic Instruments		12/31/2006
3	2006	LAN Services	LAN Services		12/31/06

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### Annual Contract Plan

NATIONAL AGREEMENTS 2006 GOALS					
QTR	YEAR	PROJECT	PRODUCT	CONTRACT # (If Applicable)	EXP DATE
3	2006	Back-up Recovery Tape Mgt S/W	Back-up Recovery Tape Mgt S/W		12/31/06
3	2006	Report & Spooling S/W	Report & Spooling S/W		12/31/06
3	2006	Audit Services	Audit Services		12/31/2006
3	2006	Employee Background Screening	Employee Background Screening		12/31/2006
3	2006	Embossers & Imprinters	Embossers & Imprinters		02/28/2006
3	2006	Meditech HIM, PCM & Radiology Module	Meditech HIM, PCM & Radiology Module		
3	2006	Clinical Outcomes ASP	Clinical Outcomes ASP		
3	2006	Outpatient Billing & Radiology System	Outpatient Billing & Radiology System		
3	2006	Advantix Replacement	Advantix Replacement		
3	2006	Clinical Analytical Software	Clinical Analytical Software		
3	2006	IT Staffing	IT Staffing		01/31/07
4	2006	Needles & Syringes (safety)	Needles & Syringes (safety)	#000934	11/30/06
4	2006	Vacuum Assisted Closure Rental and Supplies	Vacuum Assisted Closure Rental and Supplies	#000746	12/31/06
4	2006	Neonatal Products	Neonatal Products	#000753	12/31/06
4	2006	Catheters - IUP & Vacuum Delivery Systems	Catheters - IUP & Vacuum Delivery Systems	#000878	12/31/06
4	2006	Masks (Surgical & TB)	Masks (Surgical & TB)	#000731	12/31/06
4	2006	Catheters - Dialysis	Catheters - Dialysis	#000435 / #000877	7/31/06
4	2006	Gyne Surgery Products	Gyne Surgery Products	#000879	7/31/06
4	2006	Catheters, IV Safety	Catheters, IV Safety	#000915	12/31/06
4	2006	Ostomy Products	Ostomy Products	#000889	12/31/06
4	2006	Bracing - Functional	Bracing - Functional	#000587	12/31/06
4	2006	Tubes - NG and Misc	Tubes - NG and Misc	#000224	12/31/06
4	2006	Advanced Wound Care	Advanced Wound Care	various	12/31/06
4	2006	Biopsy Needles	Biopsy Needles		
4	2006	Ultrasonic Gel	Ultrasonic Gel		
4	2006	Pain Management (implantable)	Pain Management (implantable)		
4	2006	Bariatric Bands	Bariatric Bands		

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### Annual Contract Plan

<b>NATIONAL AGREEMENTS 2006 GOALS</b>					
<b>QTR</b>	<b>YEAR</b>	<b>PROJECT</b>	<b>PRODUCT</b>	<b>CONTRACT # (If Applicable)</b>	<b>EXP DATE</b>
4	2006	Incontinence Wipes	Incontinence Wipes	#000893	12/31/06
4	2006	Dialysis Supplies	Dialysis Supplies		
4	2006	Radiation Oncology Equipment	Radiation Oncology Equipment		
4	2006	Radiation Therapy Treatment Planning Systems	Radiation Therapy Treatment Planning Systems		
4	2006	Bed Exit Equipment	Bed Exit Equipment		
4	2006	Rhogam UF & MicRhogam Products	Rhogam UF & MicRhogam Products		
4	2006	Urinalysis- Semi Automated Instr & Strips	Urinalysis- Semi Automated instruments & Strips (includes		
4	2006	ID-MTS Equipment & Supplies	ID-MTS Equipment & Supplies		
4	2006	Patient Monitoring Phase 1	Infant Hearing, MRI, Sleep, BIS monitoring		
4	2006	Respiratory Supplies, HME and HME Filters	Respiratory Supplies, HME and HME Filters		02/28/2007
4	2006	Proficiency Testing Services	Proficiency Testing Services		
4	2006	Mammography Pads	Mammography Pads		