


## What to Expect – Premier's Onboarding Process



Welcome and thank you for making Premier your group purchasing organization (GPO) of choice. Whether you have joined our GPO directly or through one of our Sponsor organizations, we're honored to serve you and look forward to providing your organization with the purchasing, business, and clinical solutions it needs to thrive in today's alternate site healthcare marketplace.

As a membership-driven organization, we are passionate in ensuring that our purchasing portfolio supports the goal of reducing expenses, while maintaining or enhancing the quality of services and care that you provide. We offer one of the most comprehensive purchasing portfolios of products and services available in the market today, as well as accredited continuing education opportunities, legislative and government affairs activities, clinical resources, and so much more

We're also big on communication! We strongly believe that clear and consistent communication is key to a successful GPO partnership. To that end, this document provides an overview of what you can expect during our 3-phase onboarding process.

**NOTE:** Each onboarding phase includes tasks that must be completed to ensure you are set up for success. While most of these are simple and can be handled entirely by your dedicated Premier representative, some are more intricate and will require a small amount of work on your end. If you have any questions or concerns about the information outlined in this document, please contact us at **(888) 258-3273** or email \_\_\_\_\_.



## Phase 1: Sign Up

Your dedicated Premier representative will soon be reaching out to you via your preferred method of contact to introduce themselves and to help walk you through the necessary onboarding documents.

- 1. Membership application:** Our membership application must be signed and completed in full. It includes sections to capture basic company/point-of-contact information, your organization's primary service/specialty, and a list of unique identifiers (e.g. DEA #). It also contains basic terms and conditions, as well as our rules of membership policy.
- 2. Provider profile form:** Our provider profile form is a basic intake questionnaire that will be used to help us better understand your current purchasing practices and needs. One of the most important components of the intake form are the questions regarding the distributors/wholesalers you currently utilize for your pharmaceutical and medical supply purchases. Since most distributors/wholesalers will require your explicit desire to designate Premier as your primary GPO, we will need your help to make sure your organization is properly connected to Premier. Shortly after receiving your completed provider profile form, we will email the distributor/wholesaler representative(s) you indicated you work with to make this request. We will copy you on this email and may need you to reply in order to finalize the request with your distributor/wholesaler representative(s).



## Phase 2: Collect, Audit & Analyze

Immediately after completing Phase 1, your Premier representative will follow up with you to provide an overview of our analytical capabilities and services. Through these services, we will help you develop a road map to identify improvement areas, prioritize savings opportunities, and prepare an action plan that can be carried out in a timely manner. We offer two types of analyses, both of which are designed to help you make data-based purchasing decisions:

- 1. Accounts Payable File Analysis:** This analysis focuses solely on your indirect spend categories. These categories include, but are not limited to: professional services, IT services and equipment, shipping, and office supplies. We will work with the heads of your purchasing and accounting teams to gather your accounts payable files (please note, we only need to see what you spend, **NOT** what you owe). This data will be then be married with our contract information to produce a report that shows specific areas where your organization can save.
- 2. Distributor/Wholesaler PO Analysis:** We will contact the distributor/wholesaler representative(s) you indicated you work with on your onboarding documents to request a report of your purchase order (PO) line items. This data will be married with our contract information, and through our interactive reporting toolkit, we will perform a detailed analysis of your medical surgical and pharmaceutical spend. This type of analysis can include price verification for base-and tier-priced products, contract conversion opportunities, market basket analysis, and other types of reports to identify savings opportunities.
- 3. Supplier designation forms:** After completing the analysis process, your Premier representative will present our proposal to you by clearly outlining your savings opportunities and how we intend go about putting your money back where it belongs. We will then begin the process of attaching you to the contracts of your choice. In some cases, you may need to sign a supplier designation form. A supplier designation form, or MDF, is a form that certain suppliers require in order to grant members access to purchase through a contract. It's proof that our member is opting to access our contracted pricing. It also keeps prices transparent.

**NOTE:** Signing an MDF does not obligate you to make a purchase; it simply aligns your organization to our contracts so that if/when you make purchase, you do so at the discounted rate you are entitled to receive as a member of Premier.



## Phase 3: See Results & Learn More About Premier

After you approve of the savings opportunities presented to you, we will work with your distributors/wholesalers and directly with our contracted suppliers to implement the changes, then you just sit back and wait for the savings. About six months after completing your initial onboarding paperwork, you will begin to receive reports detailing the exact contracts your organization is accessing through Premier to confirm your savings. In the interim, your Premier representative will contact you to provide you with an overview of our value-added programs. Below are the most popular programs among our members:



**An Employee Discount program** that provides a savings benefit to member employees—at no cost to our members.



**Clinical programs that offer CE credits**, disease-specific care solutions manuals, and other clinical news and expertise.



**A Government Affairs program** that advocates tirelessly on behalf of our members' business and patient-care needs.

**We hope this has given you some insight on what you can expect throughout our onboarding process. If you have any questions or concerns at any point in time, please do not hesitate to contact:**