

Dear Sir or Madam,

**Re: MIA System**

Due to the number of Commercial, Pharmaceutical Representatives, Clinical Trainers and Service Engineers visiting **Nuffield Health Leeds Hospital** and the need to maintain the integrity of clinical governance arrangements on site at all times, it will be necessary for anyone attending an appointment to register their visit through the MIA Credentialing Platform - [www.miaweb.co.uk](http://www.miaweb.co.uk), or via the [MIA Smartphone App](#) - 48 hours before arriving at the hospital and only attend site if the appointment is confirmed by a member of staff at the hospital.

When arriving at the hospital, visitors must report to Main Reception and check-in using the MIA App by scanning the QR Code Poster displayed on the desk.  
Proof of check-in will be asked for by the hospital staff, and visitors will be asked to sign into the Visitors Book as a Fire Safety matter.  
Visitors will then be collected by a member of staff from the department they are visiting at the Main Reception desk.

All representatives should ensure they have an MIA card visible when in the hospital to demonstrate they are MIA registered.

- **The hospital have implemented this policy from 1<sup>st</sup> May 2024 and all staff visiting must pre-register their visit from this date.**
- **Companies who are not already registered with MIA must have done so prior to attending the hospital.**
- **Please note, the hospital has requested that all representatives making visits to Theatres should have evidence of the following uploaded to their profiles:**
  - **DBS Basic**
  - **Hepatitis B**

Kind regards,



Samantha Sheehan  
**Health System Director**