



Current Status: *Active*

PolicyStat ID: 6350508



Origination:	04/2019
Effective:	05/2019
Last Approved:	05/2019
Last Revised:	05/2019
Next Review:	05/2020
Owner:	<i>Laura Carrico: Director of Compliance</i>
Area:	<i>Corp CCE - Corporate Compliance &amp; Ethics</i>
References:	

## Screening Requirements- Ineligible Persons

### PURPOSE

The purpose of this policy is to provide a standard requirement and process for obtaining and evaluating specific sanction screening information both initially and monthly for employee, contractors, and vendors, or granting of medical staff privileges. The initial and monthly sanction screening process includes verification that all new Covered Persons are not included on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE), the General Services Administration (GSA)/System for Awards Management (SAM) List of Parties Excluded from Federal Program, or any available state exclusion lists.

### POLICY

Inclusion on any of the above lists would render a volunteer, applicant, prospective contractor, vendor, allied health practitioner or physician to be an Ineligible Person and unable to participate directly or indirectly in any federally funded healthcare benefit programs as required by OIG, CMS, and American Health Partners (AHP) or its affiliates, and therefore ineligible for hire, contract, or privileges.

All covered persons are required to disclose immediately if they become an ineligible person. If during employment, an individual becomes excluded, suspended, sanctioned or debarred, employment action will take place, up to and including termination.

American Health Companies, Inc. d/b/a American Health Partners ("AHP") utilizes third-party vendors to run pre-employment and ongoing sanction screenings for all covered persons.

### DEFINITIONS

**Exclusion/Sanction-** An administrative action taken by various government offices to an individual or entity regarding a violation of the law.

**Covered Person-** Covered persons includes: 1) all owners, officers, directors, employees of AHP; and 2) all contractors, subcontractors, agents of AHP, other persons who furnish patient care items or services or who perform billing or coding functions on behalf of AHP, excluding vendors whose sole connection with AHP is selling or otherwise providing medical supplies or equipment to AHP; and 3) all physicians and other non-physician practitioners who are members of AHP's active medical staff.

**Ineligible Person-** Includes an individual or entity who is currently excluded from participation in any Federal health care program or has been convicted of a criminal offense that falls within the scope of 42 U.S.C. 1320a-7(a) but has not yet been excluded.

**Federally Funded Healthcare Benefit Program-** These benefit programs include, but are not limited to,

Medicare, Medicaid, Black Lung, Medicare Railroad, TriCare, Department of Defense, and ESRD payment programs.

**Agency/Vendor-** A vendor is a company doing business with or providing a service for a facility. The vendor must be sanctioned screened.

**Contractor-** A contractor is (most likely but not always) an individual who has agreed to perform a service for the facility and is being paid through the Accounts Payable department. Contracts have a clause requiring them to screen their employees.

**Referring Physician-** A referring physician is a physician who is referring a patient to your entity for procedure or service. The physician does not have medical staff privileges at your entity.

**Volunteer-** An individual volunteering their time to help provide a service for the entity.

## **PROCEDURE**

### ***Pre-Hire or Pre-Engagement of Services***

All prospective covered persons are asked during the hiring or contracting process to disclose whether they or their organization has ever been or are potentially an ineligible person/entity. Additionally, all prospective covered persons and entities are screened prior to hire or engagement of services to ensure they are not ineligible. Any individual or entity found to be an ineligible person will be disqualified from consideration for employment or use of services.

### ***Ongoing Monitoring***

All current employees will be screened on an ongoing basis, but no less than monthly to ensure no ineligible persons are employed. Current vendors, contractors, and any other entities used for business purposes will be screened no less than monthly to ensure they continue to be eligible to render services.

If AHP has actual notice that a Covered Person has become an Ineligible Person, AHP will remove the Covered Person from responsibility for, or involvement with, AHP's business operations related to the Federal health care program(s) from which such Covered Person was excluded. AHP will also remove the Covered Person from any position for which the Covered Person's compensation or the items or services furnished, ordered, or prescribed by the Covered Person are paid in whole or in part, directly or indirectly, by any Federal health care program(s) from which the Covered Person has been excluded at least until such time as the Covered Person is reinstated into participation in such Federal health care program(s).

If AHP has actual notice that a Covered Person is charged with a criminal offense that falls within the scope of 42 U.S.C. 1320a-7(a), 1320a-7(b)(1)-(3), or is proposed for exclusion during the Covered Person's employment or contract term or during the term of a physician's or other practitioner's medical staff privileges, THM shall take all appropriate actions to ensure that the responsibilities of that Covered Person have not and shall not adversely affect the quality of care rendered to any beneficiary or the accuracy of any claims submitted to any Federal health care program.

## **Attachments:**

No Attachments

## Approval Signatures

Approver	Date
Ben Sparks: AGC [LC]	05/2019
Laura Carrico: Director of Compliance	05/2019
Kelly Thomas: Chief Compliance & Ethics Officer [LC]	05/2019
Laura Carrico: Director of Compliance	05/2019