

Excluder Provider Checks on Streamline	Policy: HSCEP OP 52.11 PRO
Sanction Check Process	Effective Date: July 1, 2016
References: HSCEP OP 52.11	
TTUHSC El Paso Institutional Compliance	Website: http://elpaso.ttuhsc.edu/compliance/

Procedure Statement

The purpose of this procedure is to document the steps needed to perform the Office of Inspector General (OIG) exclusion screenings for faculty/staff, vendors, and 1099-vendors, as stated in policy HSCEP OP 52.11, Sanction Check Process. Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) employees, vendors and/or contractors will be screened, on a monthly-basis, to verify if they are excluded from participation in Medicare, Medicaid and all other Federal health care programs, and/or debarred from participation in any federal contracts.

Scope

This procedure is to assist the compliance staff with the steps to complete excluder provider checks on Streamline.

Procedure

1. The following reports will be emailed on a monthly-basis:

Report	Sent By
Faculty/Staff List	Hortencia Ballesteros – Human Resources
Vendor List	Asma Dawood – Business Affairs (Purchasing)
1099-Vendor List	Katie Wilkerson – Payroll & Tax Services (Lubbock)

2. Once the reports are received, save a copy of each in BATMAN under the Excluder Provider Check folder.

🖌 🔆 Favorites	Name	Date modified	Туре	Size
🧮 Desktop	SBCAC	11/12/2015 10:49	File folder	
鷆 Downloads	Investigations_ELP	1/22/2016 3:41 PM	File folder	
🔚 Recent Places	퉬 Action Plan	12/18/2015 1:24 PM	File folder	
	퉬 Audit Monitoring	1/20/2016 10:18 AM	File folder	
District Contraction Contractica Contra	퉬 BCAC Committee	12/4/2015 4:57 PM	File folder	
	퉬 Data Bases EP	1/27/2016 3:33 PM	File folder	
4 🖳 Computer	📙 Excluder Provider Check	1/26/2016 4:17 PM	File folder	
🛛 🏭 Windows (C:)	HOSPITAL_Meaningful Use Report Reque	11/30/2015 6:14 PM	File folder	
🛛 💿 DVD RW Drive (D:) HIPAA_2013	퉬 MD Audit Results	1/14/2016 2:18 PM	File folder	
angsifue\$ (\\elpdeptfs02) (N:)	퉬 P & S Committee	1/26/2016 6:52 PM	File folder	
▶ 🚽 BATMAN (\\elpfifs01) (Q:)	🔁 2011-2013 Govt payor refunds	11/23/2015 3:12 PM	Adobe Acrobat D	34,324 KB
BillComFiles\$ (\\elpdeptfs02) (R:)				
🛛 📬 Network				



- a. Delete worksheets 2 & 3 for all reports.
- b. The 1099-Vendor list will need to be cleaned as follows.
 - i. Open the file once it's saved.
 - ii. Filter column K, and delete all records that fall under the sorts H, S, T, and blanks.1) Uncheck the E from the options and click OK.

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1					-	1000	5.	Account	Code Vender Research
2				_	-	1033	-	201	6 and Jan 26, 2016
3						-	× .	1, 201	anu san 25, 2010
Street Line 2		Street Line 3	- City		· State/ Provinc	Postal C	ж • С	Accou	 Account Desc
r			Southlake	- 01	Sort A to 2			726600	MR Buildings Maintenance/Repair
			Southlake	ZI	Cont The A			7J0146	CO Bidg Impr Constructed Capital
Mississauga, On	5800 Avebury Rd	Unit 3	Mississauga ON Canada L5	R 3 **	5011 2 10 M			7N3050	OE Contracted Temporary Services
)			Lubbock		Sort by Color			[*] 7N3050	OE Contracted Temporary Services
1			Lubbock	14	Clear Filter From 10	OA?		7N3050	OE Contracted Temporary Services
2			Lubbock		Totale surface them of			7N2000	OE Awards/Prizes
5			Lubbock		Filter by Color			7N3050	OE Contracted Temporary Services
1.5			Lubbock		Text Eilters			7N3050	OE Contracted Temporary Services
5			Lubbock		Pound			7N3050	OE Contracted Temporary Services
6			Lubbock		ise icn		-	7N3050	OE Contracted Temporary Services
7			Lubbock		(Select AI)			7G008	5 RL Rental Office Bldg/Office Space
1			Lubbock		E			7H0026	PR Printing/Reproduction Services
3			Lubbock	-	-121H			7H0028	PR Printing/Reproduction Services
)			Lubbock		- <u>W</u> S			7H0028	PR Printing/Reproduction Services
L			El Paso		-MT			7G001	1 RL Rental Copier & Related Charges
2			Lubbock		-M (blarks)			7N4003	OE FE Departmental Event
3			Lubbock					7N4003	3 OE FE Departmental Event
			Lubbock					787006	TV Participant Lodging
5	115 S Loop 289		Lubbock					7G0010	RL Rental Furnishings and Equipme
5			Longmont					7A0070	PF Lecturers
7			Amarillo		_			7F0021	RM Repairs/Maint Computer Equipm
3			El Paso	1		OK	Cancel	746200	RL Rental of Office Buildings/Space
3			El Paso					746200	RL Rental of Office Buildings/Space
2			El Paso		TX	79925-114	8	E 747001	RL Rental of Storage Space
1			El Paso		TX	79936-521	3	E 746200	RL Rental of Office Buildings/Space
2			Lubbock		TX	79412-302	0	T 7N3031	OE Advertising Other Classified
2			Dallas		TY	75267.867	2	E 746200	DI Dental of Office Buildings/Space

- 2) After the records are deleted, open the filter in column K again and check E to get the records needed.
- iii. Delete all duplicate vendors, so there is only one record per vendor.
- iv. Delete all columns, and only leave columns A, B, and C.
- 3. Each report will be imported to Streamline Verify to complete the investigation.
 - a. Log on to Streamline Verify at <u>https://app.streamlineverify.com/</u>.

streamline	
Username Password	Forest Password? Login



b. Click on Import Data.

streamline erify	
Import Data	Logged in as: angelica.s Admin Logout
miniport Data Manage Lists Manage Da	Perform A Check Results
Welcome to Stream	nline Verify
You are logged in as	angelica.s

c. Choose import data into an existing list.

vrt Data – 1) Select File & List 🛛 🔅	2 Map Columns	× 3 Review Data × 4 Upload
Instructions The Import Data feature allows you to update any of your lists of individuals and entities. Files can be in .xls, .xlsx, .csv and .txt (tab and pipe delimited) and cannot exceed 20 MB or 100,000 records You can also create a new list* from a file located on your computer.	Import data Select a List Select a File	into an existing list OR - Create a New List Select a List Select or Drag file File Has Header Rows
New lists can be created provided that your account has available licenses for additional lists		



d. Put a check mark on File Has Header Rows.

Instructions	Import date	ta into an existing list • OR	- Create a New List	
The Import Data feature allows you to update any of your lists of individuals and entities.	Select a List	Select a List	T	
Files can be in .xls, .xlsx, .csv and .bxt (tab and pipe delimited) and cannot exceed 20 MB or 100,000 records	Select a File	Select or Drag	file	
You can also create a new list [®] from a file located on your computer.				
		🗸 File Has Header Ro	ows	
*New lists can be created provided that your account has available licenses for additional lists	1			

e. Click on the Select a List drop-down box, and choose the list that will be imported.

Import Data	Manage Lists	Manage Data	Perform a Check	Results
Import Data 1 Select File	& List × 2 Map Columns	» 3 Review Data	» (4) Upload	
Instructions The import Data feature allows yo any of your lists of individuals and Files can be in x.ts, x.tsr, .cov and pipe delimited) and cannot exceen 100,000 records You can also create a new list* fro located on your computer. *New lists can be created provided th account has available licenses for add	I uto update entities. I uto (tab and d 20 MB or m a file hat your fitional lists	ata into an existing list • OR 1099 Vendors Select a List Individuals Lists Faculty-Staff Entity Lists Vendor List TTUH 1099 Vendors	Create a New List	NEXT »



f. Go to Select a File and click on Select or Drag file.

rt Data 🕧 Select File & List 🛛 🛛	2 Map Columns × 3 Review Data × 4 Upload	
Instructions	Import data into an existing list • OR • OR • Oreate a New	List
The Import Data feature allows you to update any of your lists of individuals and entities.	Select a List	
Files can be in .xls, .xlsx, .csv and .bxt (tab and pipe delimited) and cannot exceed 20 MB or 100,000 records	Select a File Select or Drag file	
You can also create a new list* from a file located on your computer.		
	File Has Header Rows	
*New lists can be created provided that your account has available licenses for additional lists	1	
New lists can be created provided that your account has available licenses for additional lists		

g. Go to Batman, and click in the Excluder Provider Check folder.

Compute	r 🕨 BATMAN (\\elpfifs01) (Q:) 🕨			 ✓ 	h BATMAN (\\elpfifs01) (2
Organize 👻 New folde	r				H - 🗍 🌘	
🔆 Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	SBCAC	11/12/2015 10:49	File folder			
🗼 Downloads	Investigations_ELP	1/22/2016 3:41 PM	File folder			
🔢 Recent Places	퉬 Action Plan	12/18/2015 1:24 PM	File folder			
	퉬 Audit Monitoring	1/20/2016 10:18 AM	File folder			
🥽 Libraries	腸 BCAC Committee	12/4/2015 4:57 PM	File folder			
	Data Rocce EP	2/3/2016 11:05 AM	File folder			
🖳 Computer 🔍 🔇	\mu Excluder Provider Check	1/26/2016 4:17 PM	File folder			
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🙀 Network						
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File na	ame:			✓ All File	5 🔻	



h. Go to the folder where the list that will be imported was saved, and double click on the file.

Open	uter RATMAN (\elnfifs01) (O:) Fycluder Pro	ovider Check		- fo Search	Excluder Provider Check	
		onder eneek v		• • • • • • • • • • • • • • • • • • • •		
Organize New fo	lder				≣ ▼ 🛄	0
😭 Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	\mu 1099 list	1/28/2016 3:00 PM	File folder			
鷆 Downloads	퉬 Employee List	1/27/2016 4:00 PM	File folder			
📃 Recent Places	I Reports	1/26/2016 11:00 AM	File folder			
	퉬 Vendor List	1/27/2016 4:01 PM	File folder			
词 Libraries	🖂 Legend for 1099 report	1/26/2016 8:39 AM	Outlook Item	67 KB		
	Updating an existing list screenshots	1/22/2016 3:36 PM	Microsoft Word D	61 KB		
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i. Click Open.

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	🔛 Recent Places	퉬 Reports	1/26/2016 11:00 AM	File folder			
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j. Click on Next.

Import Data Manage	Lists Manage Data Perform a Check	Results
port Data 🚺 Select File & List 🌼 (2 Map Columns × 3 Review Data × 4 Upload	
Instructions The Import Data feature allows you to update any of your lists of individuals and entities. Files can be in .xls, .xlsx, .csv and .txt (tab and pipe delimited) and cannot exceed 20 MB or 100,000 records You can also create a new list' from a file located on your computer.	 Import data into an existing list • OR • O Create a New List Select a List Select a File Select or Drag file 	
*New lists can be created provided that your account has available licenses for additional lists	File Has Header Rows	
		NEXT »

k. Match report headers to Streamline Verify headers.

rt Data 🕕 Select File	ett List 🌼	2 Map Columns	s × 3 Revie	ew Data × ④ Upload	
Map Data Under each column, sect a don't want to import peci	ı Streamline V fic column, se	erify Column that m lect "Ignore". Why	hes the columns in y aportant to have an	your file. If you can't find a Streamlin /erify colum n ID.	nn that matches, or you
Tax ID		ID_NU	MBER	Name	
1: Ignore	•	2: Ignore	•	3: Ignore	•
		R10279317		4Imprint Inc	
391837105					
391837105 201803113		R10399579		800 N Mesa LP	
391837105 201803113 363698130		R10399579 R10319364		800 N Mesa LP Accreditation Council for Graduate Medical Education - A	ACGME
391837105 201803113 363698130 943110160		R10399579 R10319364 R10393869		800 N Mesa LP Accreditation Council for Graduate Medical Education - A Advanced Bioscience Resources Inc	ACGME
391837105 201803113 363698130 943110160 742642393		R10399579 R10319364 R10393869 R01935802		800 N Mesa LP Accreditation Council for Graduate Medical Education - A Advanced Bioscience Resources Inc Advantage Care Network Inc	ACGME



- 1. If you don't find a similar header, leave the "ignore" option.
- m. Click Next.

t Data 1 Select File & List	× 2 Map Columns × 3	Review Data × (4) Upload	
Map Data			
Under each column, select a Stream	line Verify Column that matches the column	ns in your file. If you can't find a Streamline Verify column that mat	tches, or you
don't want to import a specific colum	nn, select "Ignore". Why it's important to ha	ave an ID.	
Tax ID	ID_NUMBER	Name	
1: Federal Tax ID	2: ID •	3: Provider / Entity Name	•
391837105	R10279317	4Imprint Inc	
391837105 201803113	R10279317 R10399579	4Imprint Inc 800 N Mesa LP	
391837105 201803113 363698130	R10279317 R10399579 R10319364	4Imprint Inc 800 N Mesa LP Accreditation Council for Graduate Medical Education - ACGME	
391837105 201803113 363698130 943110160	R10279317 R10399579 R10319364 R10393869	4Imprint Inc 800 N Mesa LP Accreditation Council for Graduate Medical Education - ACGME Advanced Bioscience Resources Inc	
391837105 201803113 363698130 943110160 742642393	R10279317 R10399579 R10319364 R10393869 R01935802	4Imprint Inc 800 N Mesa LP Accreditation Council for Graduate Medical Education - ACGME Advanced Bioscience Resources Inc Advantage Care Network Inc	
391837105 201803113 363698130 943110160 742642393	R10279317 R10399579 R10319364 R10393869 R01935802	4Imprint Inc 800 N Mesa LP Accreditation Council for Graduate Medical Education - ACGME Advanced Bioscience Resources Inc Advantage Care Network Inc	

n. The screen that follows will give you information on the import.

rt Data	1 Select File &	List 🔅 📀 Map Column	ns 🔅 3 Review Data	» (4) Upload	
Revie	w Data				
Tota	l Records in File ((245)			
Review t	the rows in each section	n. Select the records you would l	like to be included in that sectio	n's process.	
New	Records (38)				+
Check	ed individuals will be a	dded to your existing list.			
Upda	ate (0)				
Term	ninate (1)				-
These	records are in your cur	rrent list but are not in your uplo	baded file. Checking them will te	rminate them from your list.	
Unche	cked records witt rema	in active.			
	ID	Provider / Entity Name	U	PIN / NPI #	Federal Tax ID
	R10281471	Clear Channel Outdoor			860801051



o. After reviewing the information, click Next again.

ort Data	Select File 8	: List » 💿 Map Columns »	3 Review Data 🔅 👍 Upload	1	
Revie	w Data				
Total	Records in File	(245)			
Review t	he rows in each sectio Records (38)	n. Select the records you would like to be	included in that section's process.		+
Checke	ed individuals will be a	dded to your existing list.			
Upda	te (0)				
Term These Unchee	ninate (1) records are in your cu cked records will rema	rrent list but are not in your uploaded file. in active.	Checking them will terminate them from	ıyour list.	-
	ID	Provider / Entity Name	UPIN / NPI #	Federal Tax ID	
	R10281471	Clear Channel Outdoor		860801051	

p. A Data Imported Successful screen will come up.

Import Data	Manage Lists	Manage Data	Perform a Check	Results
ort Data – 🕕 Select File &	: List 🌼 📀 Map Columns	s 🌼 🔞 Review Data	» 🕘 Upload	
Data Imported Successf	fully!			
Data Imported Successf	1099 Vendors			
Data Imported Successf List Name List Type	1099 Vendors Entities			MANAGE »
Data Imported Successf List Name List Type Total Active Records	1099 Vendors Entities 246 29			MANAGE »
Data Imported Successf List Name List Type Total Active Records Total Created	1099 Vendors Entities 246 38 0			MANAGE »
Data Imported Successf List Name List Type Total Active Records Total Created Total Updated Total Updated Total Terminated	1099 Vendors Entities 246 38 0 0			MANAGE » VERIFY »



- q. There will be two options.
 - i. Manage the List
 - ii. Verify the List

Import Data	Manage Lists	Manage Data	Perform a Check	Results
port Data 🛛 1 Select F	ile & List 🌼 📀 Map Column	ns 🌼 🔞 Review Data	» 🕘 Upload	
Data Imported Succ	essfully!		_	
Data Imported Succ	essfully!			
Data Imported Succ List Name List Type	eessfully! 1099 Vendors Entities			MANAGE »
Data Imported Succ List Name List Type Total Active Records	1099 Vendors Entities 246		_ ⊑	MANAGE »
Data Imported Succ List Name List Type Total Active Records Total Created	1099 Vendors Entities 246 38			MANAGE >>
Data Imported Succe List Name List Type Total Active Records Total Updated	1099 Vendors Entities 246 38 0			MANAGE >>

r. Click on Verify.

Import Data	Manage Lists	Manage Data	Perform a Check	Results
port Data 🛛 🗻 Select Fil	le & List 🌼 📀 Map Column	ns 🌼 ③ Review Data	» 🕘 Upload	
Data Imported Succe	essfully!			
Data Imported Succe	essfully!			
Data Imported Succe List Name List Type	1099 Vendors Entities		=	MANAGE »
Data Imported Succe List Name List Type Total Active Records	246			MANAGE »
Data Imported Succe List Name List Type Total Active Records Total Created	1099 Vendors Entities 246 38			MANAGE >>
Data Imported Succe List Name List Type Total Active Records Total Created Total Updated	1099 Vendors Entities 246 38 0			MANAGE >>

s. The following screen will appear.

Im	port Data Ma	nage Lists	Manage Data	Ре	rform A Check	Results	
		R	ESULT	S			
Individ	dual/Entity Lists	🚨 Entity Details		۵	💍 No matches found for E	ntity (ID: R10279317)	E
List: 109	9 Vendors 👻	ID:	R10279317		Date: Feb	ruary 4, 2016	
-		Name:	4Imprint Inc		Databases: AK	DHSS, AL Medicaid Agency, A	AR
🧟 Entitie	25	NPI:	N/A		DH	5, AZ AHCCCS, CA Medi-Cal, C	UCA
ID	Name	Federal Tax ID:	xxx-xx-7105		GA	DCH, IA DHS, ID DHW, IL OI	G, KS
R10279	4Imprint Inc	Notes:			DH	E, KY CHES, LA DHH, MA HHS MH, ME DHHS, MT MDCH	i, MD
R10399	800 N Mesa LP				Min	nesota MHCP, MO MAC, Mont	tana
R10319	Accreditation Council for Grad				DPI	HIS, MS DOM, NC DMA, ND D)HS,
R10393	Advanced Bioscience Resource	A Exclusion Screening	Results		OM	IG, OH Medicaid, PA Mediche	ck,
R01935	Advantage Care Network Inc				Que	est Hawai'i, SAM.gov, SC HHS	÷.
R11445	AEGIS Special Systems LLC				MM	S, WY DOH	
R11342	Airport Self Storage						
R11376	Alemar Investments LP	Nom	stabas found				
R11421	Alfresco Restaurant LLC	NO M	atches found				
R11366	Altera Providence LLC						
R10279	Alvidrez Architecture Inc						
R10216	American College of Physician						
R11449	Anderson Ingram Anesthesia P						
R11383	Anesthesia Associates of FI Pa						
💎 Filter o	only with potential matches						
14 4 1	Page 1 of 10 > > >		View	details			



i. Click on Filter only with potential matches.

_				
Individu	ual/Entity Lis	its	👃 Individual Details	No matches found for Individual (ID: R10200907)
List: Facul	lty-Staff	~	ID: R10200907	Date: February 3, 2016
			Building #: Internal Medicine Elp Genl	Databases: AK DHSS, AL Medicaid Agency, AR
🧟 Individu	uals		First name: Aamer	DHS, AZ AHCCCS, CA Medi-Cal, CT
ID	First name	Last name	Last name: Abbas	GA DCH, IA DHS, ID DHW, IL OIG,
R10200	Aamer	Abbas 🔶	Date of birth: 01/04/1973	DHE, KY CHES, LA DHH, MA HHS, M
R11437	Marwa	Abd Alla	NDT #: N/A	Minnesota MHCP, MO MAC, Montan
R10334	Amr	Abd El Gawad	Liconso/Cortification #: N/A	DPHHS, MS DOM, NC DMA, ND DHS
R00514	Zainul	Abedin	CC#+ var at 0220	OMIG, OH Medicaid, PA Medicheck,
R10433	Zameer	Abedin	55#: XXX-6236	Quest Hawai'i, SAM.gov, SC HHS,
R00536	Antonia	Abeyta	Show employee SS#	MMS, WY DOH
R11437	Mehran	Abolbashari		· ·
R11374	Anthony	Abou Karam	A Exclusion Screening Results	
R10330	Sojan	Abraham		
R11441	Sandra	Acevedo		
R00524	Debra	Acosta		
R00519	Carlos	Acosta		
R00924	Armando	Acosta	No matches found	
D40428	Irma	Acosta		
💎 Filter or	nly with potent	ial matches		
			Manu datatla	

ii. Streamline will display our employee or vendor in column 1.

		RESULTS	
🛄 Individua 👘 ity Lis	sts	🚨 Individual Details	So matches found for Individual (ID: R10200907)
List: Faculty	~	ID: R10200907	Date: February 3, 2016
Charles Market		Building #: Internal Medicine Elp Genl	Databases: AK DHSS, AL Medicaid Agency, AR
Individu		First name: Aamer	DHS, AZ AHCCCS, CA Medi-Cal, CT DSS_DC_OCP_Federal_OTG_FL_AHCA
1D Firstame	Last name	Last name: Abbas	GA DCH, IA DHS, ID DHW, IL OIG, H
R10200 Aamer	Abbas	Date of birth: 01/04/1973	DHE, KY CHES, LA DHH, MA HHS, M DHMH, ME DHHS, MI MDCH,
R11437 Marwa	Abd Alla	NPI #: N/A	Minnesota MHCP, MO MAC, Montana
R10334 Amr	Abd El Gawad	License/Certification #: N/A	NE DHHS, NJ CDR, NV DHHS, NY
R00514 Zainui	Abedin	SS#: xxx-xx-8238	OMIG, OH Medicaid, PA Medicheck, Quest Hawai'i SAM gov, SC HHS
R10435 Zameer	Abeuta	Show employee SS#	TennCare, TX OIG, WS HCA, WV
P11437 Mehran	Abeyta		MMS, WY DOH
R11374 Anthony	Abou Karam		
R10330 Sojan	Abraham	Exclusion Screening Results	
R11441 Sandra	Acevedo		
R00524 Debra	Acosta		
R00519 Carlos	Acosta		
R00924 Armando	Acosta	No matches found	
R10428 Irma	Acosta		
Filter only with potent	tial matches		
	of 74	View details	



iii. Column 2, box 2 will display the database(s) that has/have the potential match(es).

Import Data	Aanage Lists	Manage Data	Pe	rform A Check	Results
	lanage Elses	manage bata		Horn A check	Trebutes
		RESULT	S		
Individual/Entity Lists	💍 Individual D			💍 No matches found for I	(ndividual (ID: R10200907)
t: Faculty-Staff	▼	D: R10200907		Date: Fe	bruary 3, 2016
	Buil	Buil #: Internal Medicine Elp Genl Firs e: Aamer		Databases: AK DHSS, AL Medicaid Agency, AR	
Individuals	Firs			DF	DHS, AZ AHCCCS, CA Medi-Cal, CT
First name Last name	Las	e: Abbas		G/	A DCH, IA DHS, ID DHW, IL OIG,
.0200 Aamer Abbas	Date o	h: 01/04/1973		DH	ie, ky chfs, la dhh, ma hhs, i Imh, me dhhs, mi mdch
1437 Marwa Abd Alla		#: N/A		Mi	nnesota MHCP, MO MAC, Montar
.0334 Amr Abd El Gawad	License/Certif	NA		DF	PHHS, MS DOM, NC DMA, ND DH DHHS N1 CDR NV DHHS NY
0514 Zainul Abedin		: xxx-xx-8238		OMIG, OH Medicaid, PA Medicheck, Quest Hawai'i, SAM.gov, SC HHS, TennCare, TX OIG, WS HCA, WV	
.0433 Zameer Abedin	Show employe				
0536 Antonia Abeyta				MMS, WY DOH	MS, WY DOH
1437 Mehran Abolbashari					
1374 Anthony Abou Karam	A Exclusion Screen	ning Results			
.0330 Sojan Abraham					
1441 Sandra Acevedo					
10524 Debra Acosta					
U519 Carlos Acosta		matches formal			
0420 Armando Acosta	- NO	matches found			
UHZ8 IIIIma Acosta					
Finter only with potential matches		16 mil	a ba i la		
	2	view d	etalis		

- t. Open the Excel spreadsheet list that was used to update the system, and highlight the name on the spreadsheet you are verifying.
- u. If you get matches, click on each exclusion one-by-one, under the Exclusion Screening Results, by clicking on Verify with Agency.

			RESULTS	
Individ	lual/Entity Lists	2	🗟 Entity Details 🔷	🔥 Potential Match Detail - SAM.gov
List: 109	9 Vendors	~	ID: R10365599	Database: SAM.gov
📚 Entitie	5		Name: M and S Technologies Inc	Classification: Special Entity Designation
ID	Name		NPI: N/A	Entity: ADVANCE ELECTRICAL AND INDUSTRIAL TECHNOLOGIES SL
R10365 M and S Technologies Inc	M and S Technologies Inc		Federal Tax ID: xxx-xx-5782	Address 1: PASSEIG VERDAUGUER, 120
			Notes:	City: IGUALADA (BARCELONA)
				Zip: 8700
			A Exclusion Screening Results	Termination Date: Indefinite
	(Name Database	Record Status: Active
			ADVANCE ELECTRICAL AND INDUSTRIAL TEC SAM.gov	



- v. By clicking on Verify with Agency should send you to a website, or to Outlook to send an email regarding this search.
 - i. SAM is one of the agencies that verify records.

			<u>View assistance for</u>	SAM.gov	USER NAME	PASSWORD	LOG IN
HOME	SEARCH RECORDS	DATA ACCESS	GENERAL INFO	HELP			Create an Account
ALERT: D	ue to a service interruption in t IN matching, it will remain in t	he IRS eServices system, his status until IRS restor	SAM is currently unable to (res the eServices system. Ple	conduct any Ta ase check with	axpayer Identification Numl 1 our supporting service des	ber (TIN) validation. k at www.fsd.gov for	If your registration is updates.

ii. Go to Search Records.



iii. Click on Advanced Search - Exclusion tab.

Search Records	
Search Tips to Get Started:	
 Looking for entity registration records or entity exclusion records in SAM? Use Quick Sea CAGE Code. Use Advanced Search to structure your search using multiple categories at Are you a Federal government employee? Create a SAM user account with your governmen information and registrants who chose to opt out of the public search. Conducting small business-focused research? In addition to what is contained in SAM, sm (SBA) supplemental information about themselves. Use the <u>SBA's Dynamic Small Busines</u>. Trying to find a contractor participating in the Disaster Response Registry? Use the Disas provide debris removal, distribution of supplies, reconstruction, and other disaster or eme 	rch if you know an entity's Business Name, DUNS Number or ad criteria. it e-mail address and log into SAM before searching to see FOUO all businesses can provide the Small Business Administration <u>ss Search</u> to conduct further market research. ter Response Registry Search to locate contractors willing to rgency relief services in the event of a national disaster.
QUICK SEARCH:	ADVANCED SEARCH: Use specific criteria in multiple categories to structure
 Looking for entity registration records or entity exclusion records in SAM? Use Quick Search if you know an entity's Business Name, DUNS Number CAGE Code. Use Advanced Search to structure your search using multiple categories and criteria. Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see I information and registrants who chose to opt out of the public search. Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administra (SBA) supplemental information about themselves. Use the <u>SBA's Dynamic Small Business Search</u> to conduct further market research. Trying to find a contractor participating in the Disaster Response Registry? Use the Disaster Response Registry Search to locate contractors wip provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster. QUICK SEARCH: Enter your specific search term (Example of search term includes the entity's name, etc.) DUNS Number Search: Enter DUNS number ONLY ADVANCED SEARCH = ENTITY 	your search.
(Example of search term includes the entity's name, etc.)	ADVANCED SEARCH - ENTITY
DUNS Number Search: Enter DUNS number ONLY	ADVANCED SEARCH - EXCLUSION
CAGE Code Search: Enter CAGE code ONLY	DISASTER RESPONSE REGISTRY SEARCH
SEARCH Need Help?	



iv. There will be 3 options to search. Search by the SSN/TIN, as you will have that information available.

Advanced Search - Exclusion
Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.
 Search Tips: If you want to search using a date range, use the Single Search approach. If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach. If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned. Search terms are defined in the SAM User Guide Glossary.
O Single Search
O Multiple Names
O SSN/TIN Search

v. If the search gives you the following results, copy this information into Streamline Verify.

 Your search results represent the broadest see have been submitted, but not yet activated. 	t of records that match your search criteria. You may get entity registration records that are still in progress Check the status of each record
 Of note, some entities choose to opt out of preserved. Search, You can only see them if you log in a 	next me status of each record. Iblic display. Even if they are registered in SAM, you will not see their entity registration records in a public 5 Federal Government user.
 You can refine your search results. If you use the Edit Search button. 	d the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, se
 If you want to perform a new search, use the save your search criteria to run again later use 	Clear button to remove your current search results. If you are logged in with your SAM User Account, you ca sing the Save Search button.
NOTE: Please read this important messa	ge when searching for exclusion records.
Clear Search Edit Search	
OTAL RECORDS: 6 Result page 0 of 0	Sort by Modified Date
The combination of name and SSN/	TIN that you provided did not return any results. Either the name
is not in SAM, there is no SSN/TIN a pot match our records. You may try	a different SSN/TIN, or you may consider searching by name only
	Search Filters
Result page o of o	By Record Status
	EVENT MOLITE VIEW

vi. Go to the record's note area on Streamline Verify, and paste the information.

	R E S U L T S	
Individual/Entity Lists	🚨 Entity Details	A Potential Match Detail - SAM.gov
List: 1099 Vendors	D: R10365599 Name: M and S Technologies Inc NE: NA Federal Tax ID: xxxxxx-5782 Mark as false match Are you sure you want to mark this record as a false match? Note: The combination of name and SSAVTM that yo did not return any results. Either the name in o there is no SSAVTM associated with that name. SSAVTM that you provided did not match our may try a different SSAVTM, or you may consist searching by name only.	Carcel
Filter only with potential matches		
4 4 Page 1 of 1 ▶ ▶ @	✓ Resolve checked records	🔍 Verify with Agency 🥥 Mark as false match



vii. Click on Mark as false match(es).

	RESULTS	
Individual/Entity Lists	🚨 Entity Details	A Potential Match Detail - SAM.gov
List: 1099 Vendors	ID: R10365599 Name: M and S Technologies Inc NPI: N/A Federal Tax ID: x0x-xx-5782 Mark as false match Are you sure you want to mark this record as a false match? Note: The combination of name and SSN/TIN that you did not return any results. Either the name is in there is no SSN/TIN thas sociated with that name	Database: SAM.gov Classification: Special Entity Designation Entity: ADVANCE ELECTRICAL AND INDUSTRIAL TECHNOLOGIES SL Address 1: PASSEIG VERDAUGUER, 120 City: IGUALADA (BARCELONA) Zip: 8700 on Date: Indefinite Status: Active
Filter only with potential matches	SSN/TIN that you provided did not match our may try a different SSN/TIN, or you may consist searching by name only.	Cancel

- viii. There will be several agencies, aside from SAM, that will give you potential matches.A. The agency from California, CA Medi-Cal, does not give you any more
 - information than what's listed on the 3rd column of the Streamline system. Review California's information against TTUHSC El Paso's report information.

		R E S U L T S	
Individ	lual/Entity Lists	Entity Details	(
List: 109	9 Vendors 🗸	ID: R10365599 Database: SAM.gov Name: M and S Technologies Inc Classification: Special Entity Designation	
ID Name R10365 M and S Technologies Inc	NPI: N/A Entity: ADVANCE ELECTRICAL AND Federal Tax ID: xxx-xx-5782 Notes: Address 1: PASSEIG VERDAUGUER, 120 City: IGUALADA (BARCELONA) Zici: 8700		
		Exclusion Screening Results Control Termination Date: Indefinite Name Database Record Status: Active	
		ADVANCE ELECTRICAL AND INDUSTRIAL TEC SAM.gov	
💎 Filter o	only with potential matches		

Column 3



B. Use the following statement as an example for California's false matches.

	porcour			
			R E S U L T S	s and a second
Indivi	dual/Entity Lis	ts	🚨 Individual Details	Potential Match Detail - CA Medi-Cal
List: Fac	ulty-Staff	~	ID: R00542436	Database: CA Medi-Cal
a Indivi	luals		Building #: Emergency Medicine Elp Genl	Last Name: Ochoa
ID	First name	Last name	First name: Roberto	First Name: Roberto
R00542	Roberto	Ochoa	Middle name:	Middle Name:
11468	Patricia	De La Riva	Mark as false match	Van Nuys, CA
R11480	Alejandra	Garcia		er Type: Home Health Aide
R11480 Victor Garcia		Garcia	Are you sure you want to mark this record as a false ma	umbers: HHA169788
			Note: The excluded California person is an aide. a physician. No match.	Our employee is Period: Indefinitely effective
			Mark as false match	(es) Cancel
			Roberto Ochoa CA Medi-Ca	al
Filter	only with potenti	ial matches		

- ix. Go through all agencies, and all potential matches found.
- x. If there is a "true match", notify the ICO immediately.
- w. Once you have gone through all the matches found, click on Manage Lists; if there were initially no matches found, go to step "aa".

	\frown		Logged in as: a	ngelica.s Admin Logout
Import Data	Manage Lists	Manage Data	Perform A Check	Results
	\smile			
	Welco	me to Streamline	Verify	
	You	are logged in as angel	icas	
	104	are topped in as anget		



x. Choose a list to manage.

🗍 Lists	6	III List Details			
List name	List type 🔺	List name:	1099 Vendors		
3 Entities		List Type: Entities Last status: Last checked on 01-26-16			
1099 Vendors	Entities			16	
/endor List TTUHSC EP	Entities				
d Individuals					
aculty-Staff	Individuals				
			Manage Data	Potential Matches	Verif

y. Click on Verify.

Import Data Ma	nage Lists Manage Da	ata Perfor	m A Check	Results		
] Lists		🗅 🔲 List Details				
ist name	List type 🔺	List name:	1099 Vendors			
Entities		List Type:	Entities			
.099 Vendors	Entities	Last status:	List status: List checked on 02-04-16			
/endor List TTUHSC EP	Entities			225		
Individuals						
aculty-Staff	Individuals					
			Manage Data	Potential Matcher Verif		



z. Click on Filter only with potential matches.

							Logged in as: angelica.s Admin Logout
Im	port Data Ma	nage Lists	Manage	e Data		Pe	rform A Check Results
		R	E S	UL	T S	5	
🔲 Indivi	idual/Entity Lists	🚨 Entity Details					👃 No matches found for Entity (ID: R10279317)
List: 109	99 Vendors 💌	ID	: R10279317				Date: February 4, 2016
		Name	: 4Imprint Inc				Databases: AK DHSS, AL Medicaid Agency, AR
Entitio	es	NPI	: N/A				DHS, AZ AHCCCS, CA Medi-Cal, CT
ID	Name	Federal Tax ID	: xxx-xx-7105				GA DCH, IA DHS, ID DHW, IL OIG, KS
R10279	4Imprint Inc	Notes					DHE, KY CHFS, LA DHH, MA HHS, MD
R10399	800 N Mesa LP	110100					Minnesota MHCP, MO MAC, Montana
R10319	Accreditation Council for Grad						DPHHS, MS DOM, NC DMA, ND DHS,
R10393	Advanced Bioscience Resource	A Exclusion Screenin	g Results				OMIG, OH Medicaid, PA Medicheck,
R01935	Advantage Care Network Inc						Quest Hawai'i, SAM.gov, SC HHS,
R11445	AEGIS Special Systems LLC						MMS, WY DOH
R11342	Airport Self Storage						
R11376	Alemar Investments LP						
R11421	Alfresco Restaurant LLC	No m	atches fo	ound			
R11366	Altera Providence LLC						
R10279	Alvidrez Architecture Inc						
R10216	American College of Physician						
R11449	Anderson Ingram Anesthesia P						
R11383	Assethania Associates of El Pa						
Filter	only with potential matches						
14 4	Page 1 of 10 🕨 🔰 🌊			Vie	ew detail:	s	

aa. Once there's no matches found, click Results and select the list to manage.

	Import Data Ma	nage Lists Mar	nage Data	Pe	erform A Check	angelica.s Admin Results	
e		RE	SULT	S			-
II II	ndividual/Entity Lists	👌 Entity Details		۵	A Potential Match Details		
List:	1099 Vendors	ID:					
State 1	ntities	Name:					
ID	Name	NPI:					
		Notes:		-1			
		Exclusion Screening Results		B			
		Name	Databas	e .			
(C) =	iltar and with establish establish						
	Page 1 of 0 b bl 3		/ Basalus shaded as	conde	Q Verify with A	gency 📕 Mark as fals	e match
			A. Kesolve Cliecked le	cords			



bb. Select the list for results.

				Logged in as: angelica.s Admin Logout
Import Data	Manage Lists	Manage Data	Perform A Chee	ck Results
Individual/Entity Lists				
List: Select your list				
1099 Vendors	ID Building Match Perceits			
Individuals				
Hacuity-Staff				

cc. Once No matches found is displayed, click on Results again, choose list, and click on Print Report. Make sure you choose the latest report saved.

Import Data	Manage Lists Manag	e Data Perform A C	Logged in as: angelica.s A	dmin Logout
Individual/Entity Lists	🧟 Individuals/Entities Checked - 1099 Ven	dors - 02/04/2016 12:06pm MST		
List: 1099 Vendors			Print Report Res	olve Matches ⇒
Check Dates	ID Buildin Match Results	First Name Middle Name Last Name	Entity Name Date of Birth	Active 🔍
Date	R11382 No Potential Matches Found R10278 No Potential Matches Found		Desert Ima Texas State	<u> </u>
02/04/2016 12:06pm MST 02/04/2016 11:53am MST	R10280 No Potential Matches Found		Institute fo	×
01/26/2016 12:56pm MST	R00933 No Potential Matches Found		Armstrong	 ✓
`	R10279 No Potential Matches Found		SD Technol	
	R00934 No Potential Matches Found		El Paso Wat	<u> </u>
	R01939 No Potential Matches Found		Walter P M	√
	R11436 No Potential Matches Found		Living Hope	<
	R10431 No Potential Matches Found		Clinically S	✓
	R11066 No Potential Matches Found R11328 No Potential Matches Found		Soledad NF	
	R10279 No Potential Matches Found		GE Healthc	V
	R10279 No Potential Matches Found		4Imprint Inc	✓
	R10865 No Potential Matches Found		Cormar Tra	 ✓
	🛛 🖣 Page 1 of 10 🕨 🕅 🧞		Display	ying 1 - 25 of 246



dd. Choose Print PDF.

Individual/Entity Lists		🧟 Indivi	iduals/Entities (Checked -	1099 Ver	idors - 02/04/	2016 12:06pm	MST				
st: 1099 Vendors	~								📄 Prin	t Report Res	olve Matc	hes ⇒
Check Dates	ā	ID	Buildin Match	Results		First Name	Middle Name	Last Name	Entity Name	Date of Birth	Active	Q
		R11382	. No Po	tential Mat	ches Found				Desert Ima		1	4
Jate		R10278	No Po	tential Mat	ches Found				Texas State		1	
02/04/2016 12:06pm MST		R10280	. No P	Print Rep	ort		×		Institute fo		1	
02/04/2010 11:558m MST		R00933	. No P						Armstrong		1	
24/20/2010 12/30pm (15)		R10279	. No P		Selec	t a format			SD Technol		1	
		R10281	. No Fi	1					PyroCom Sy		1	
		R00934	. Ne	A		Print PDF			El Paso Wat		1	
		R01939	. No P						Walter P M		1	
		R11436	. No P	25	Dowr	load as Excel			Living Hope		1	
		R10431	. No P						Clinically 5		1	
		R11066	. No P						Soledad NF		1	
		R11328	. No Po	tential Mat	ches Found				Spotless Mo		1	
		R10279	. No Po	tential Mat	ches Found				GE Healthc		1	
		R10279	. No Po	tential Mat	ches Found				4Imprint Inc		1	
		R10865	. No Po	tential Mat	ches Found				Cormar Tra		1	*

ee. When the report populates, click save and go to the Excluder Provider Check folder inside the Batman drive.

Save As								8
Comp	uter BATMAN (\\elpfifs0)	L) (Q:) 🕨			▼ + _j	Search BAIMAN	(\\elpfifs01) (م
Organize 🔻 New fo	lder						•	0
🔆 Favorites	Name	*	Date modified	Туре	Size			
🧮 Desktop	SBCAC		11/12/2015 10:49	File folder				
🐌 Downloads	_Investigations_ELI	b	1/22/2016 3:41 PM	File folder				
📃 Recent Places	Action Plan		12/18/2015 1:24 PM	File folder				
	퉬 Audit Monitoring		1/20/2016 10:18 AM	File folder				
🥽 Libraries	BCAC Committee		12/4/2015 4:57 PM	File folder				
	🌗 Data Bases EP		2/4/2016 3:29 AM	File folder				
📕 Computer	Excluder Provider (Check	1/26/2016 4:17 PM	File folder				
🏭 Windows (C:)	HOSPITAL_Meaning	gful Use Report Reque	11/30/2015 6:14 PM	File folder				
🚽 angsifue\$ (\\elpd	ept 🛛 🌗 MD Audit Results		1/27/2016 4:56 PM	File folder				
BATMAN (\\elpfi	s0: 🛛 🌗 P & S Committee		1/26/2016 6:52 PM	File folder				
🚍 BillComFiles\$ (\\e	lp 👘 🔁 _Email UMC Cerne	r Audit Part2	2/1/2016 4:42 PM	Adobe Acrobat D	101 KB			
📬 Network	🔁 2011-2013 Govt pa	yor refunds	11/23/2015 3:12 PM	Adobe Acrobat D	34,324 KB			
File name: 10	99_Vendors							•
Save as type: Ad	obe Acrobat Document							•
Hide Folders					[Save	Cancel	
	No Matches Found	PyroCom Systems	Inc					
	No Matches	El Paso Water Utilit	ies					



ff. Save the report in the reports folder.

V Save As							83
Com	nputer 🕨 BATMAN (\\elpfifs01) (Q:) 🔸 Excluder Provider Check 🔸		- ⁴ 7	Search Excluder	Provider Checi	k 🔎
Organize 🔻 New	folder						0
☆ Favorites	Name	Date modified	Туре	Size			
📃 Desktop	퉬 1099 list	2/4/2016 9:59 AM	File folder				
🗼 Downloads	🌗 Employee List	1/27/2016 4:00 PM	File folder				
🔚 Recent Places	Reports	1/26/2016 11:00 AM	File folder				
	🌗 Vendor List	1/27/2016 4:01 PM	File folder				
ᇘ Libraries							
r Computer							
Mindows (C:)							
🖵 angsifue\$ (\\elp	odept						
🖵 BATMAN (\\elp	fifs0:						
🖵 BillComFiles\$ (\	\elp						
🙀 Network							
File name:	1099_Vendors						•
Save as type:	Adobe Acrobat Document						•
🔿 Hide Folders					Save	Cancel	

gg. Name the report beginning with the year, month, date, and list name.

Name	Date modified	Туре	Size
🔁 2016-1-13 Faculty-Staff	1/13/2016 11:19 AM	Adobe Acrobat D	540 KB
🔁 2016-1-13 Vendor_List_TTUHSC_EP	1/13/2016 12:28 PM	Adobe Acrobat D	183 KB
🔁 2016-1-22 Faculty-Staff	1/22/2016 3:55 PM	Adobe Acrobat D	543 KB
🔁 2016-1-26 1099_Vendors	1/26/2016 10:59 AM	Adobe Acrobat D	174 KB
🔁 2016-2-4 1099_Vendors	2/4/2016 10:12 AM	Adobe Acrobat D	65 KB
🖂 January 2016 Excluded provider check re	1/22/2016 4:13 PM	Outlook Item	775 KB



4. Email the report to the following staff:

Report	Email To
Faculty/Staff	Cinthia Estrada, Annette A Hinojos, Rebecca Salcido, Lisa Badillo; cc:
List	Andy Conkovich
Vendor List	Cinthia Estrada, Annette A Hinojos, Lisa Badillo; cc: Andy Conkovich
1099-Vendor	Cinthia Estrada, Annette A Hinojos, Lisa Badillo; cc: Michael Romano,
List	Dr. Juan Figueroa, Andy Conkovich

5. Enter investigation in the Investigations – Projects Database in the Batman server.

Frequency of Review

Procedures will be updated, as needed.

Review Date: July 2016

Revision Date: July 2016