Texas Tech University Health Sciences Center El Paso
Institutional Compliance Procedure

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.
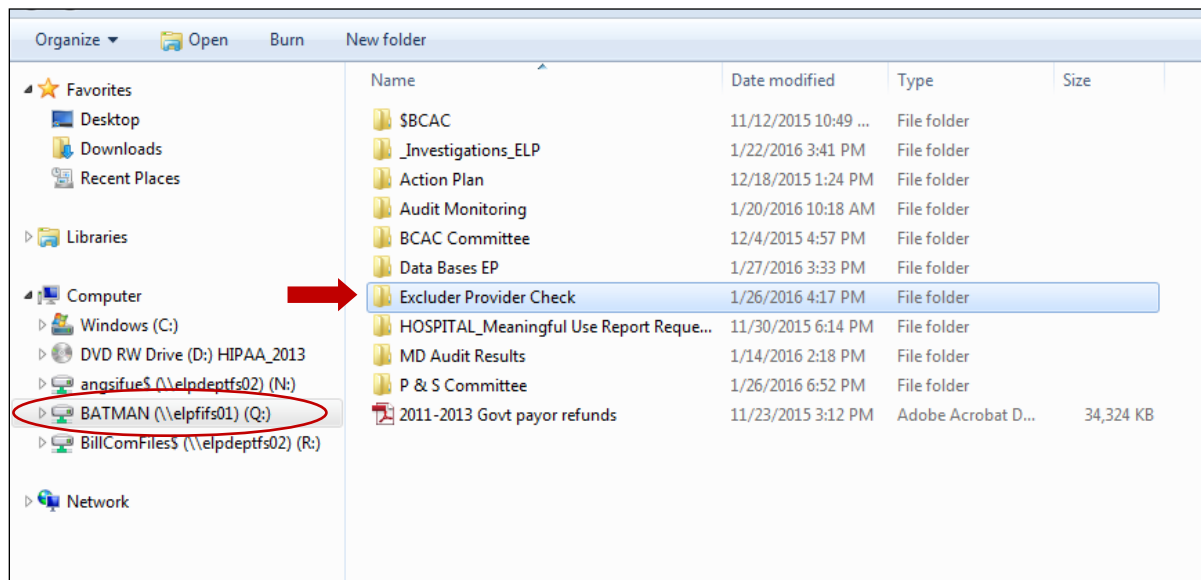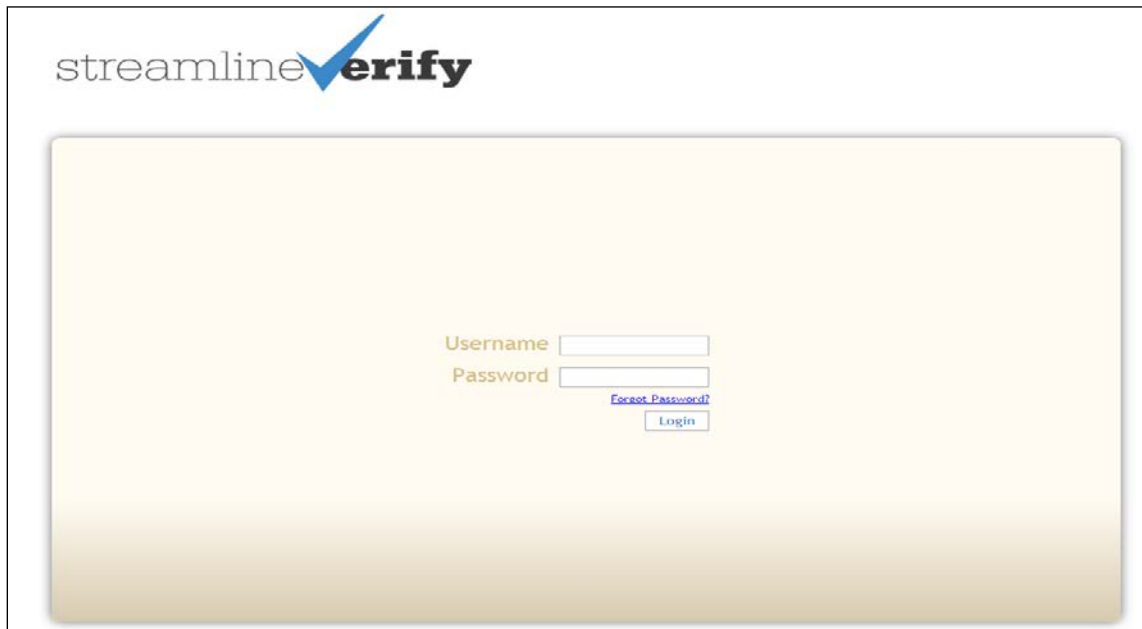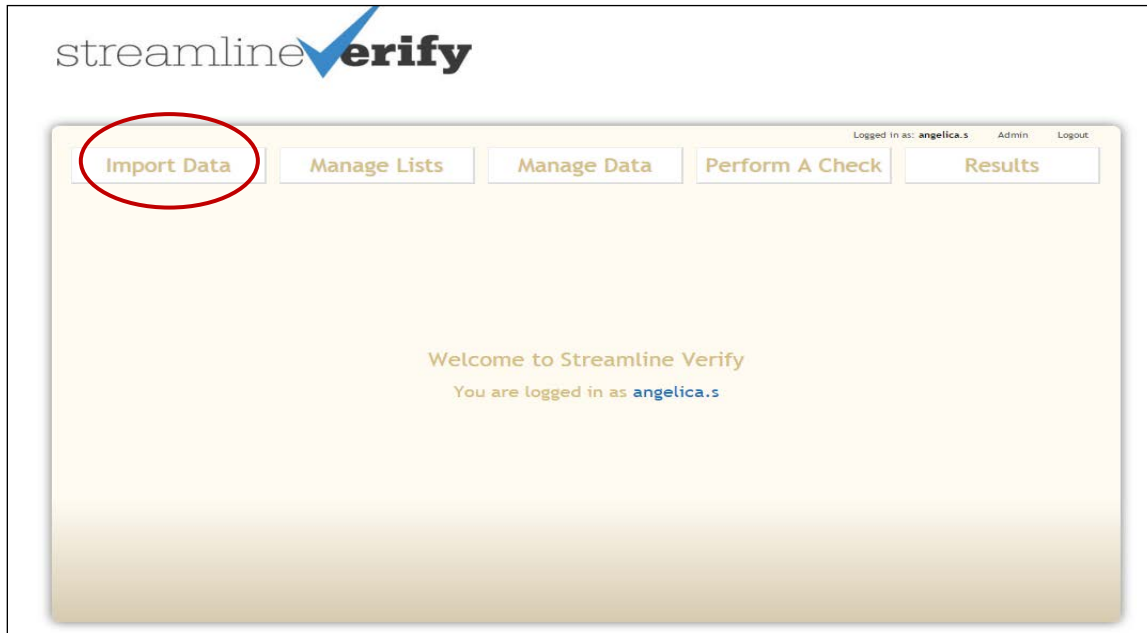
a. Delete worksheets 2 & 3 for all reports.
b. The 1099-Vendor list will need to be cleaned as follows.
   i. Open the file once it's saved.
   ii. Filter column K, and delete all records that fall under the sorts H, S, T, and blanks.
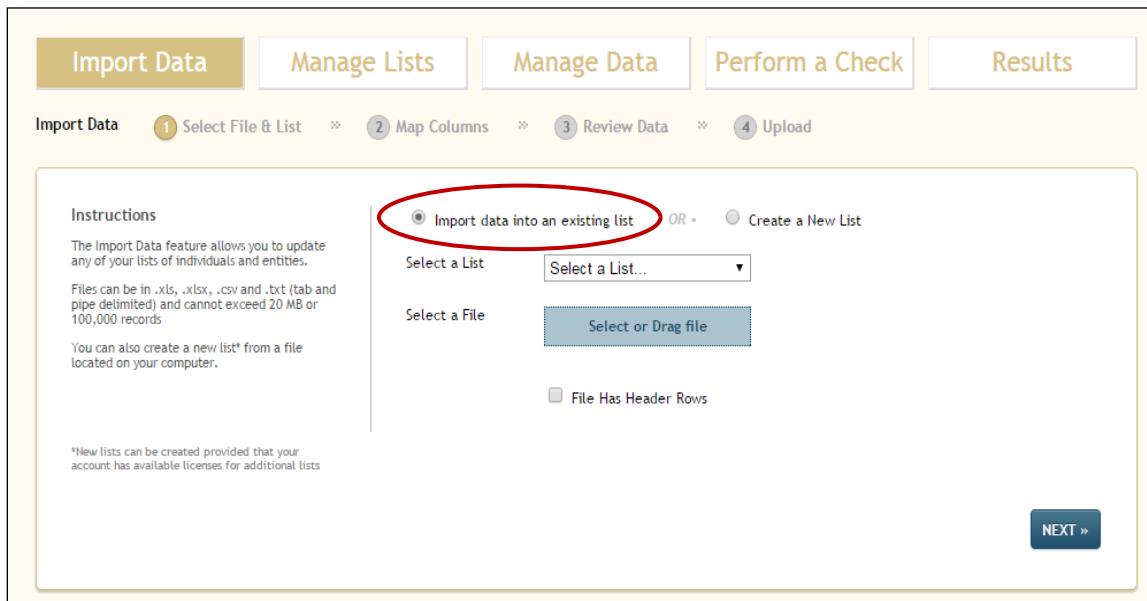   1) Uncheck the E from the options and click OK.
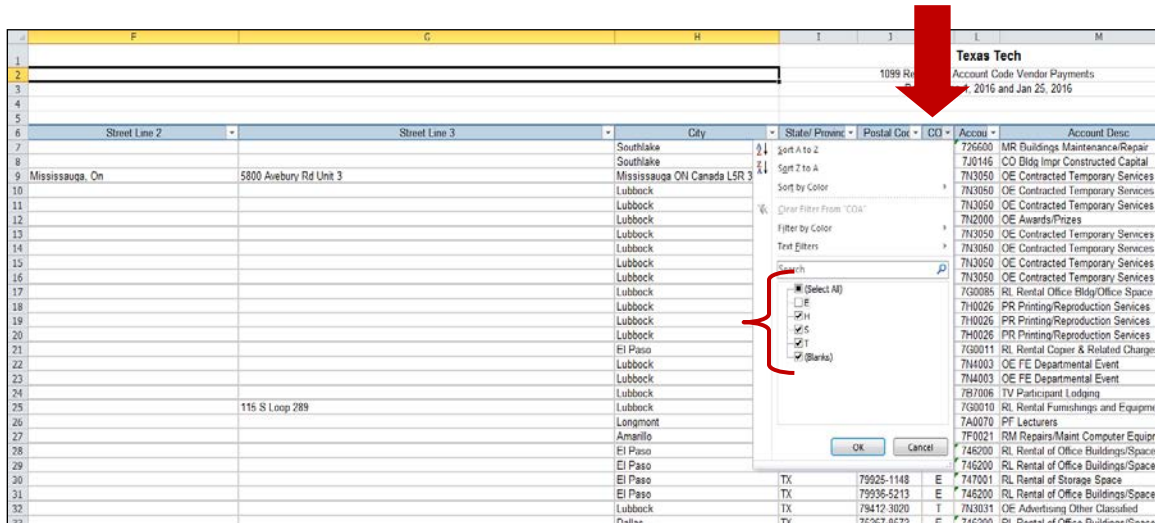
      2) After the records are deleted, open the filter in column K again and check E to get the records needed.
   iii. Delete all duplicate vendors, so there is only one record per vendor.
   iv. Delete all columns, and only leave columns A, B, and C.

3. Each report will be imported to Streamline Verify to complete the investigation.
   a. Log on to Streamline Verify at https://app.streamlineverify.com/.

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   b.   Click on Import Data.

   c.   Choose import data into an existing list.

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

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

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

g. Go to Batman, and click in the Excluder Provider Check folder.
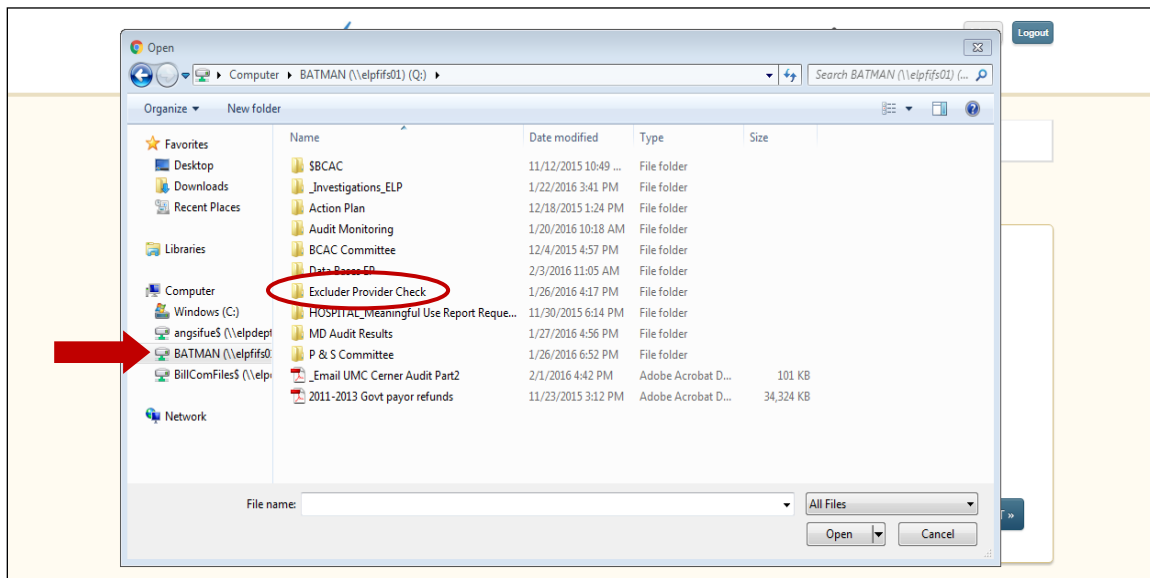
h. Go to the folder where the list that will be imported was saved, and double click on the file.

i. Click Open.

j. Click on Next.

k. Match report headers to Streamline Verify headers.

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

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

o. After reviewing the information, click Next again.
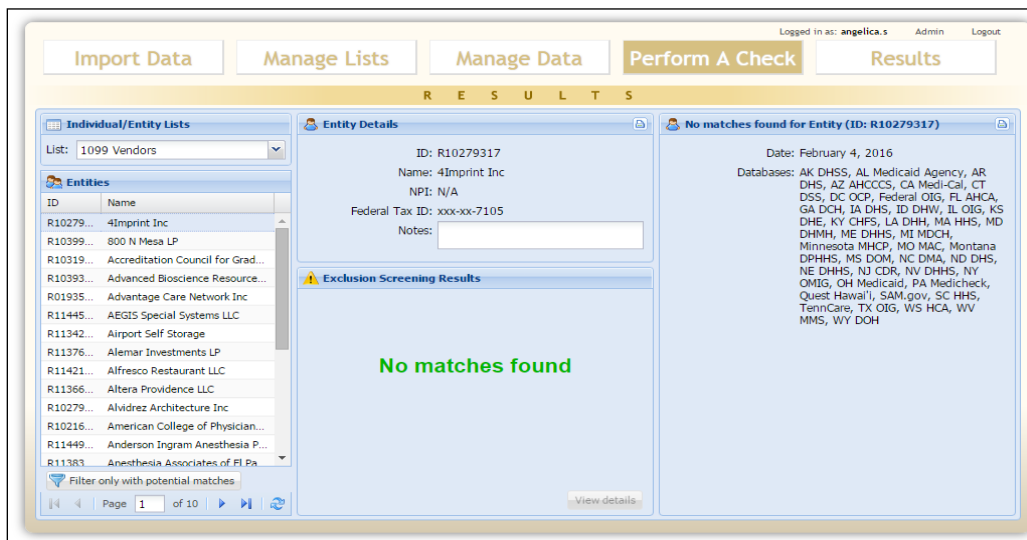

p. A Data Imported Successful screen will come up.

q. There will be two options.
   i. Manage the List
   ii. Verify the List
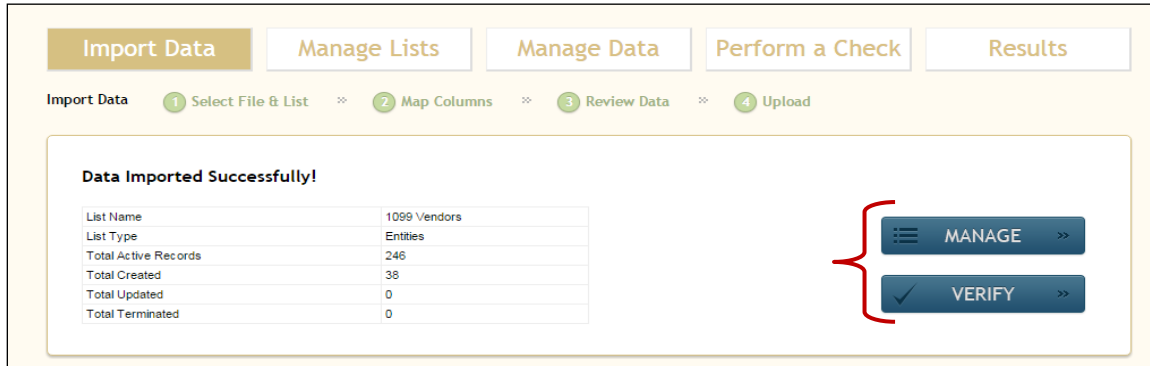
r. Click on Verify.
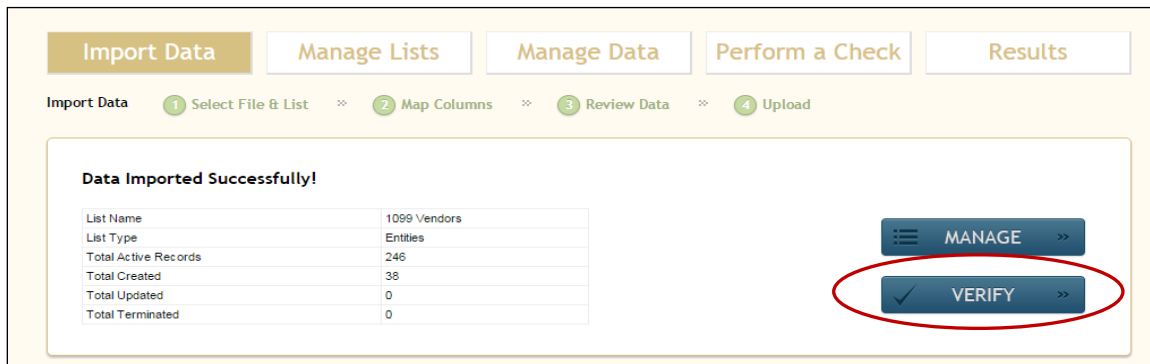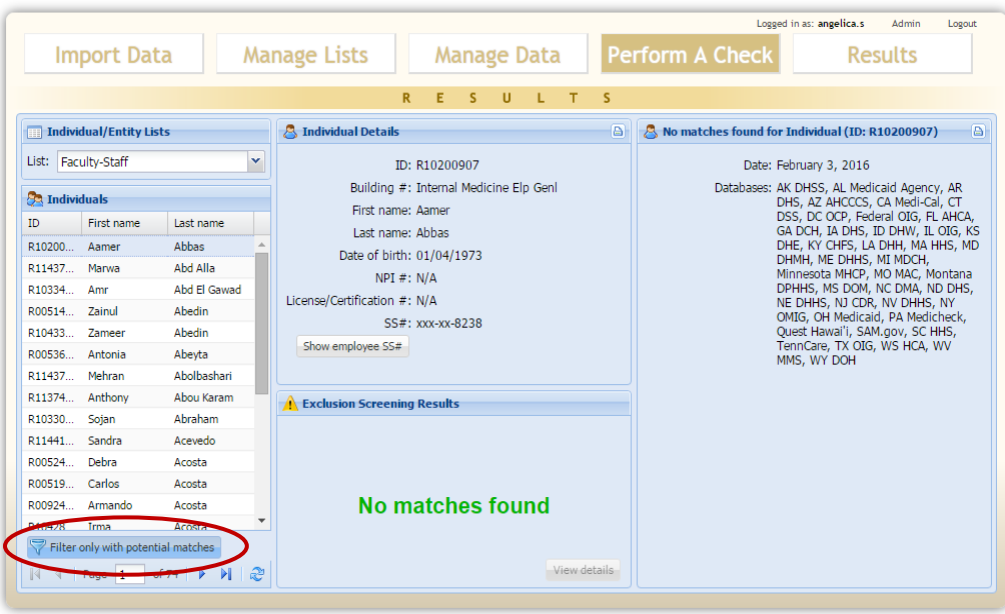
s. The following screen will appear.

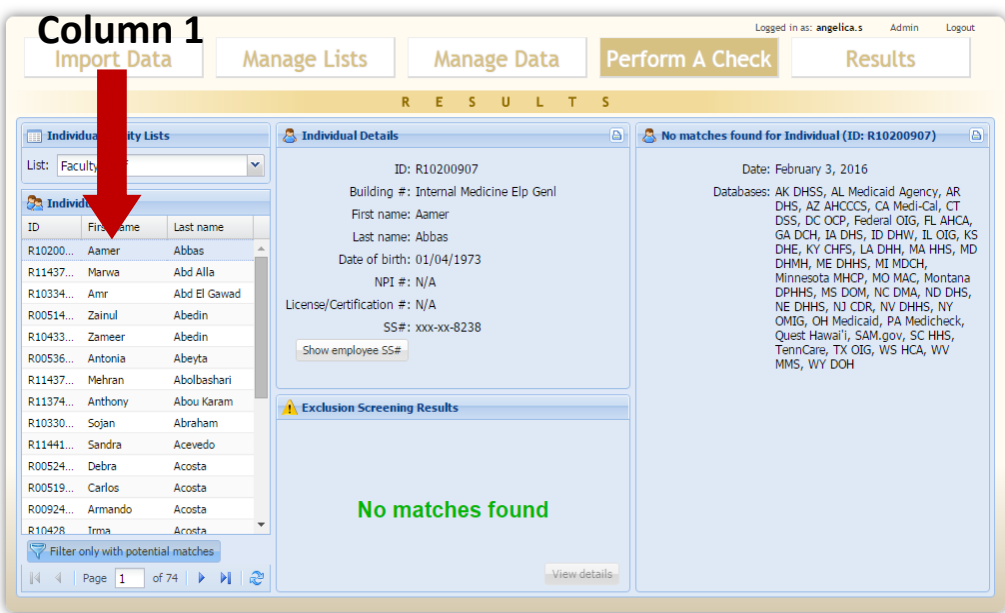i. Click on Filter only with potential matches.

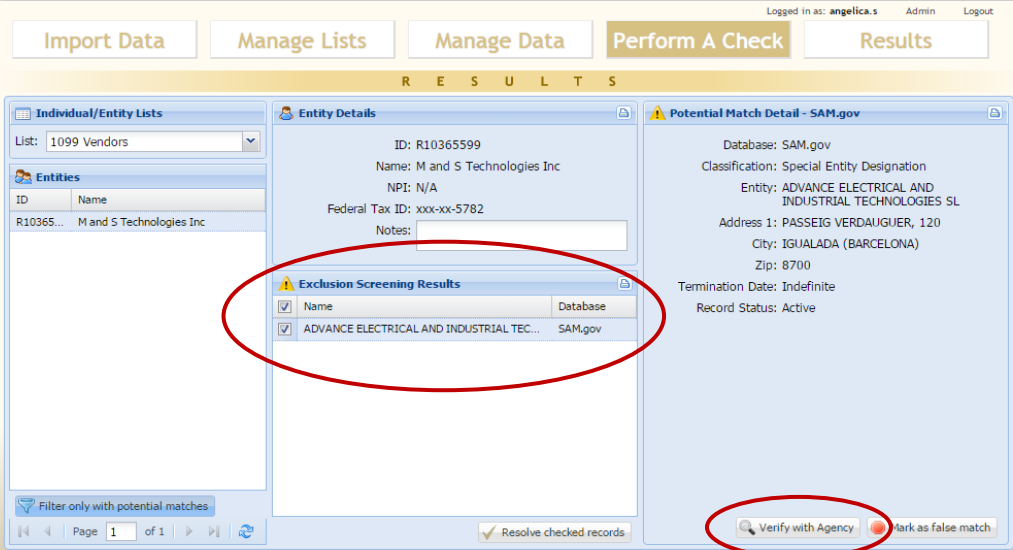ii. Streamline will display our employee or vendor in column 1.
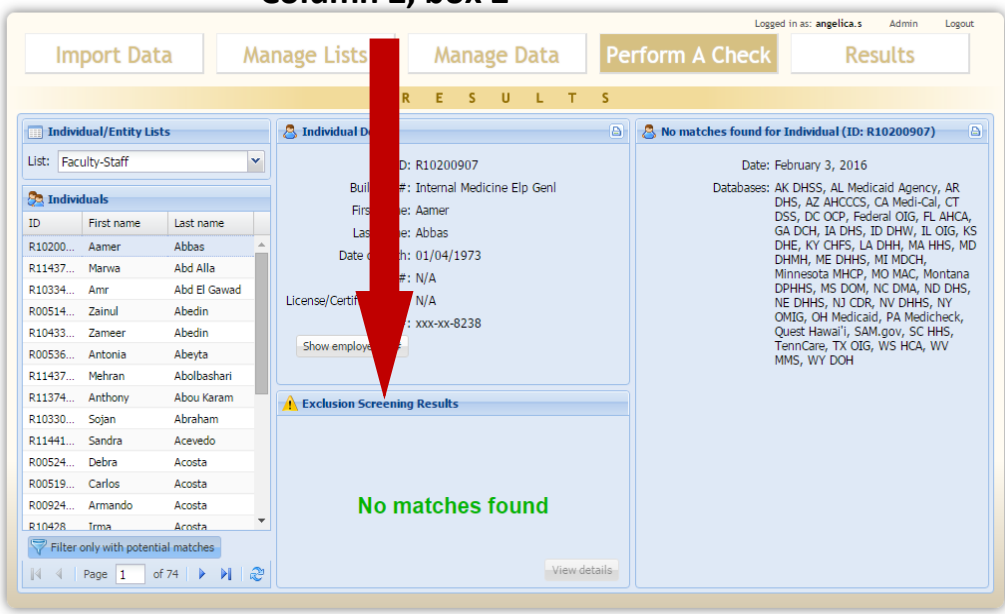
iii.   Column 2, box 2 will display the database(s) that has/have the potential match(es).

Column 2, box 2

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.
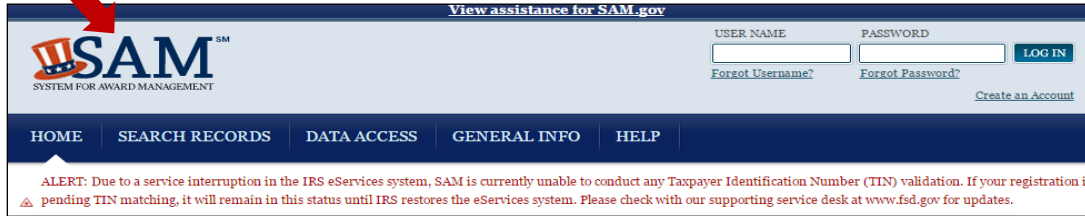
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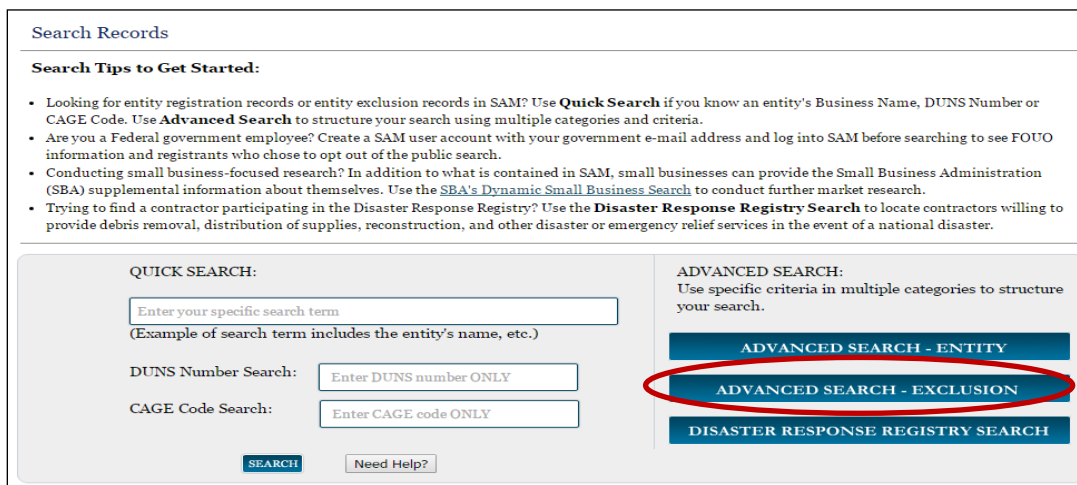HEALTH SCIENCES CENTER.
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v. By clicking on Verify with Agency should send you to a website, or to Outlook to send an email regarding this search.

 i. SAM is one of the agencies that verify records.

 ii. Go to Search Records.

 iii. Click on Advanced Search – Exclusion tab.

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

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

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

vii. Click on Mark as false match(es).
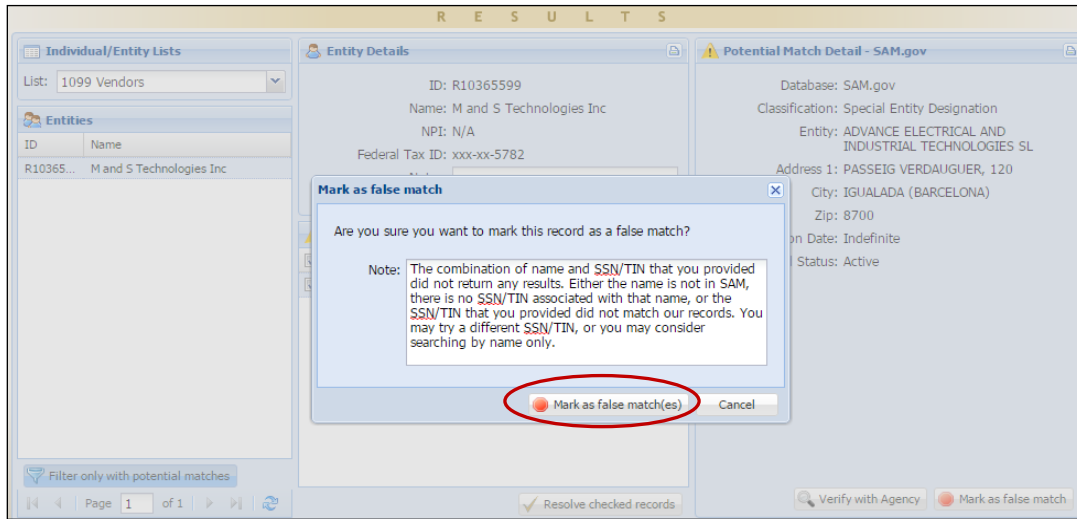
viii. There will be several agencies, aside from SAM, that will give you potential matches.

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.
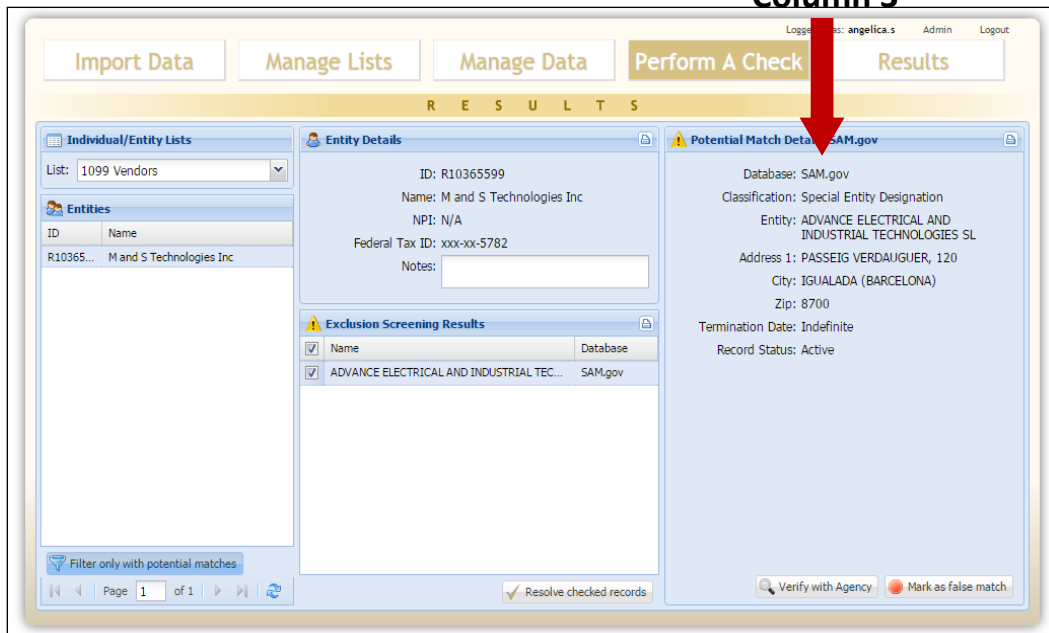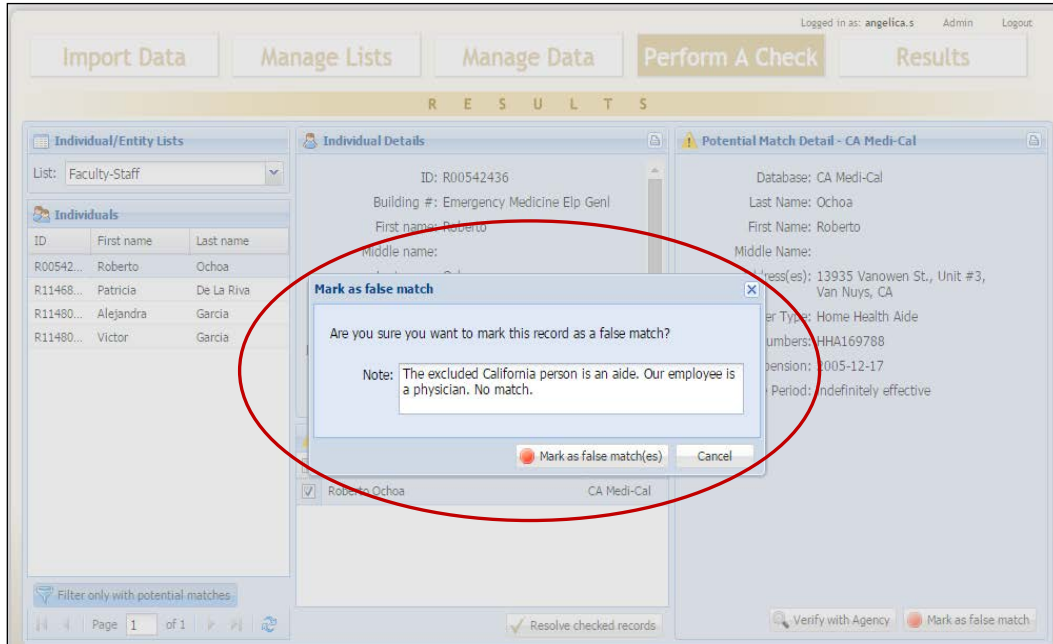
Column 3

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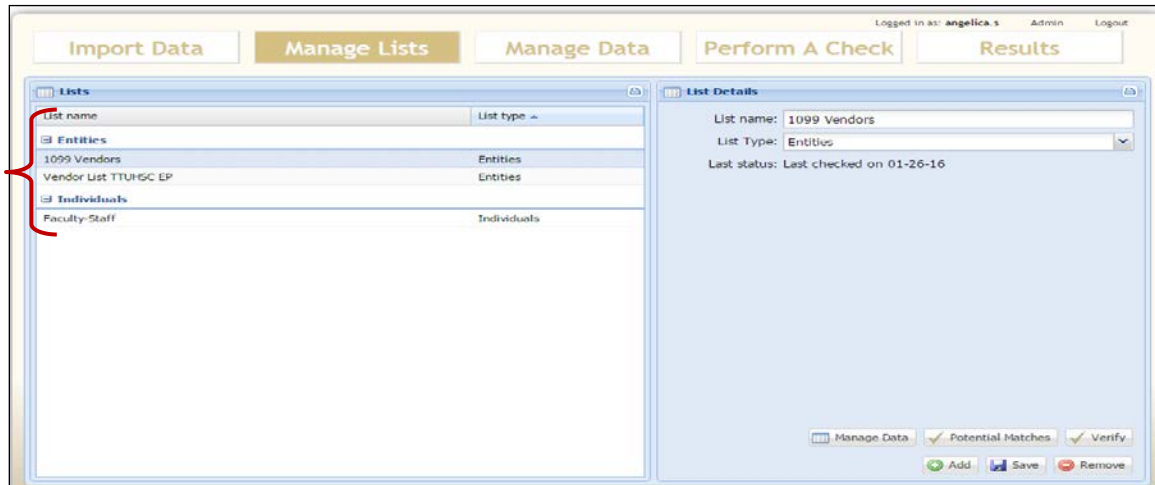B. Use the following statement as an example for California's false matches.

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".
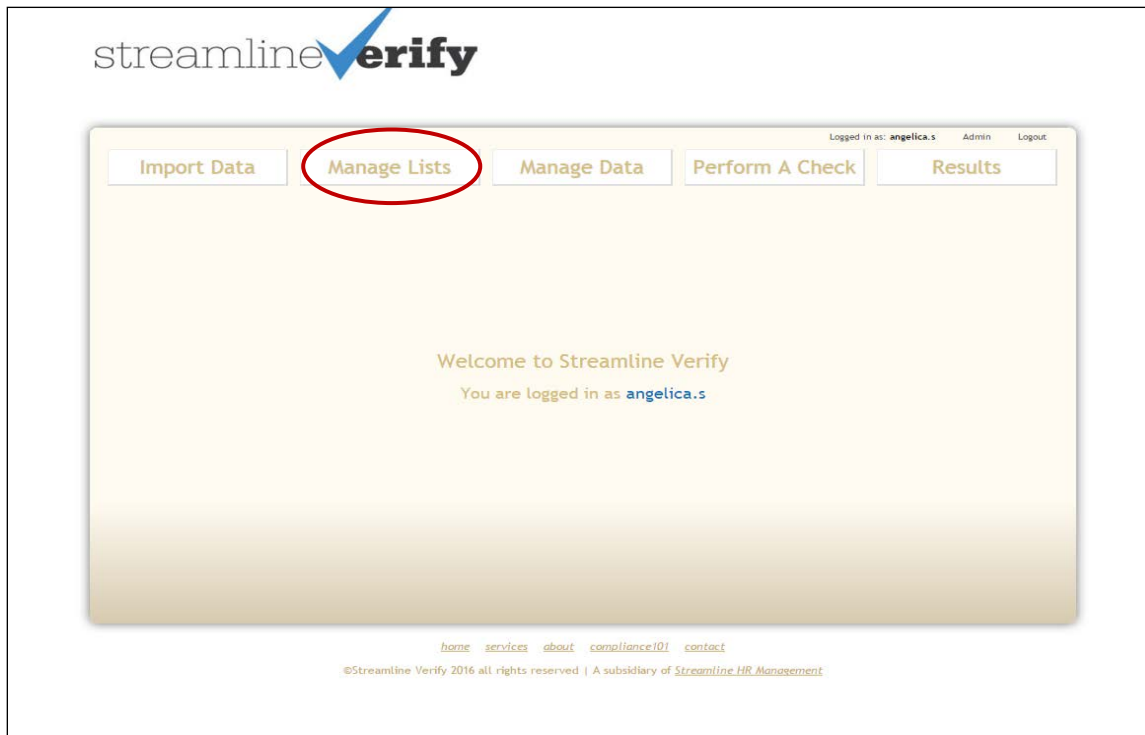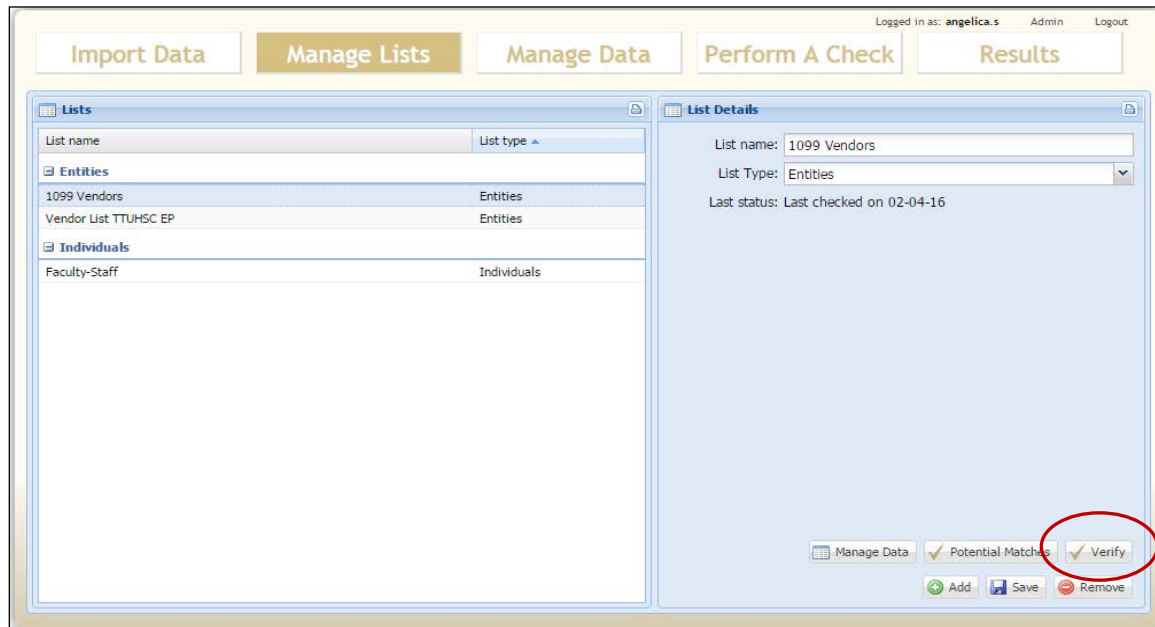
Texas Tech University Health Sciences Center El Paso
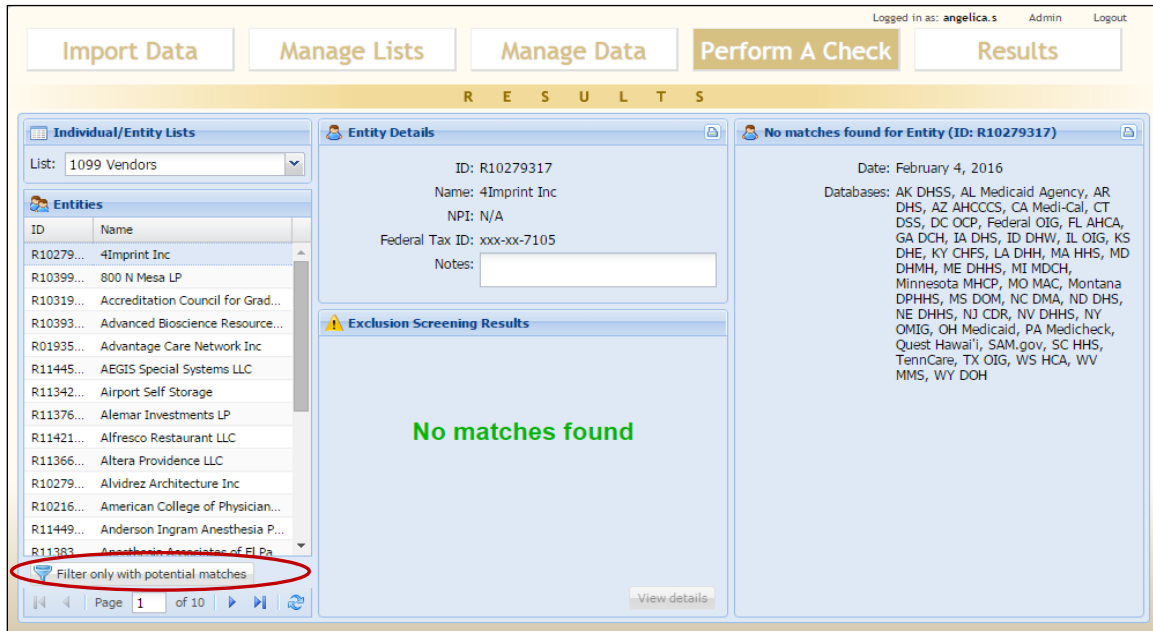**Institutional Compliance Procedure**

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x. Choose a list to manage.

y. Click on Verify.

z. Click on Filter only with potential matches.

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

bb. Select the list for results.
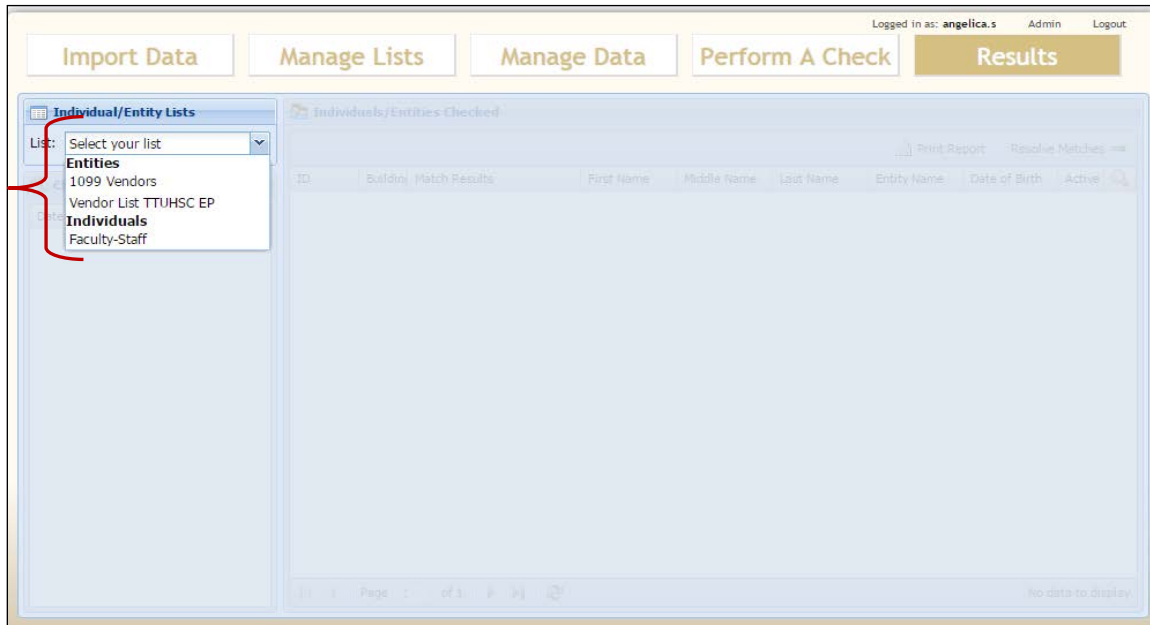
cc. Once No matches found is displayed, click on Results again, choose list, and click on Print Report. Make sure you choose the latest report saved.
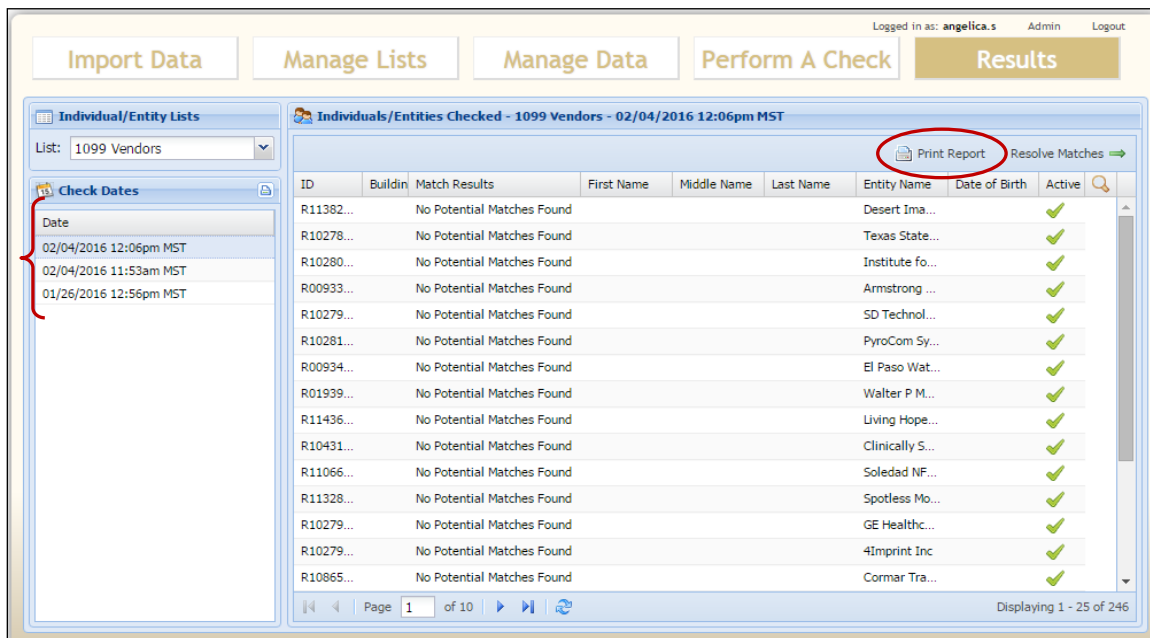
dd. Choose Print PDF.

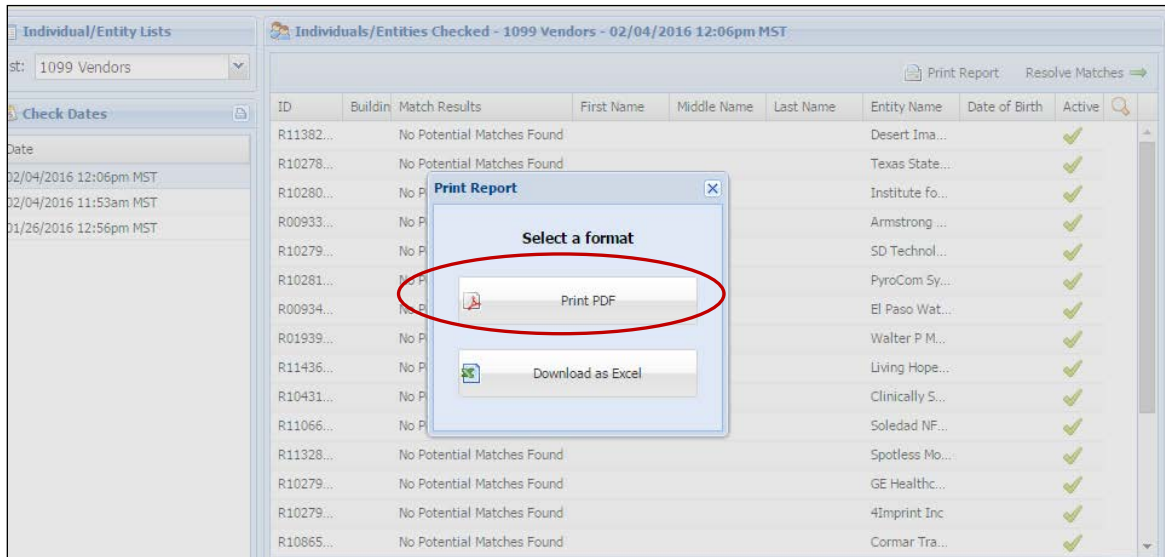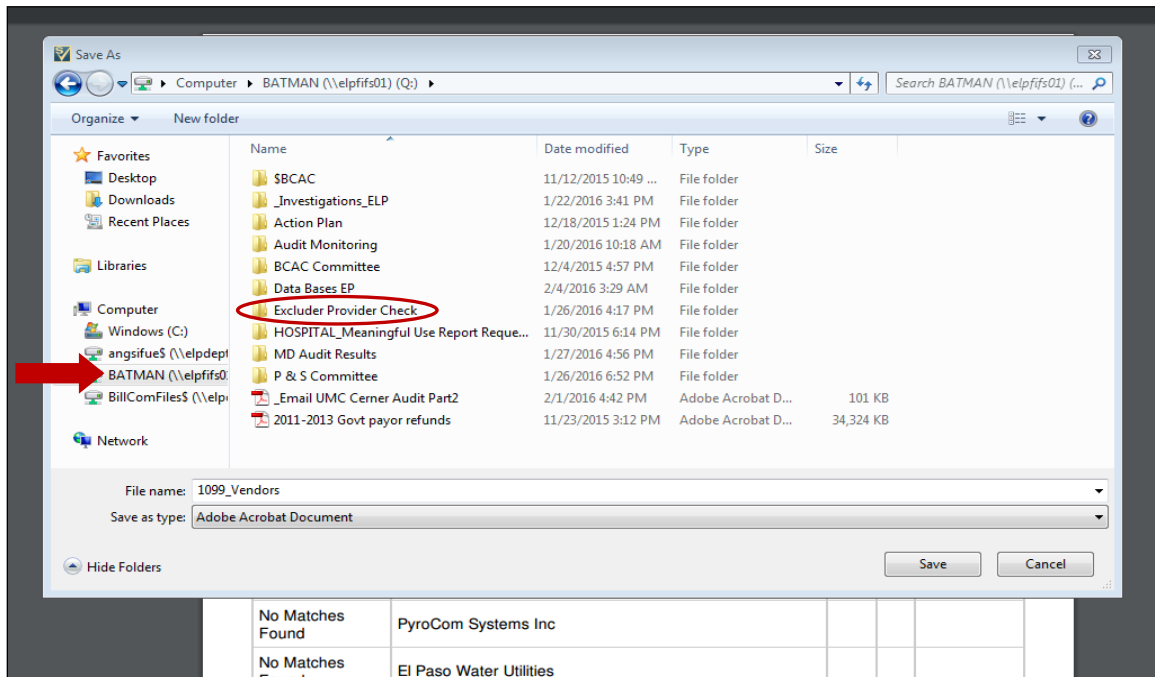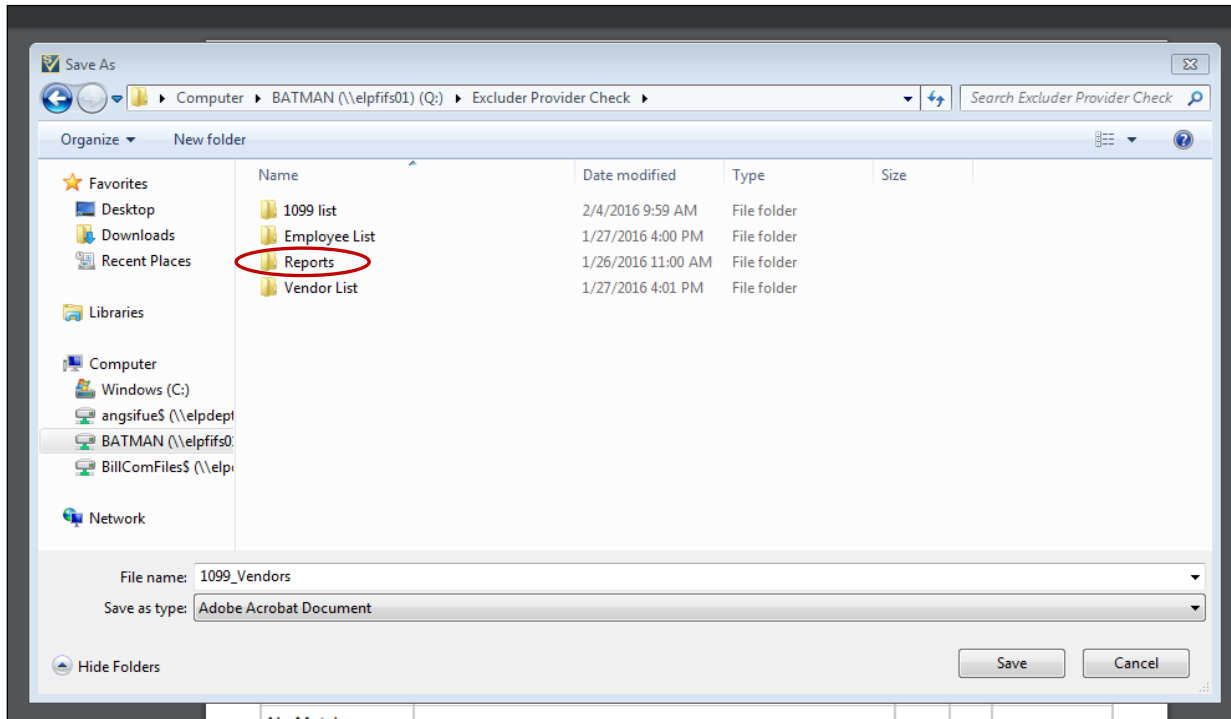ee. When the report populates, click save and go to the Excluder Provider Check folder inside the Batman drive.

ff. Save the report in the reports folder.

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

4. Email the report to the following staff:

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