



Employee Screening For Exclusion

<p align="center"><u>Effective Start Date:</u> <u>01/01/2019</u></p>	<p align="center"><u>Reviewed/Revised:</u> <u>04/23/2019</u></p>	<p align="center"><u>Prepared by:</u> Brittani Fowler/ Program Manager</p> <p align="center"><u>Revised by:</u> Reyana Lindsey/Program Manager</p>
---------------------------------------------------------------------------------	-----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This policy establishes guidelines for screening potential new and existing employees, providers, contractors, and others who work for, contract with, or are appointed to the staff of Freedom Now Home Care.

Freedom Now Home Care will not knowingly employ, appoint, or contract with individuals or entities if such individuals or entities have been excluded, debarred, or are otherwise ineligible to participate in federal government programs, or if they have been convicted of federal offenses related to the provision of health care items or services. As part of its routine inquiry into the background of its prospective and current employees, FNHC will query relevant federal exclusion lists *i.e. LEIE, Medicare and Sams*, and request disclosure from such persons or entities as a condition of commencement of work and as a continuing condition of work.

The Office of Inspector General List of Excluded Individuals and Entities (LEIE) provides information regarding individuals and entities that are excluded from participation in Medicare, Medicaid, and other federal health care programs.

The General Services Administration System for Award Management (SAM) is a database system that combines Central Contractor Registry (CCR), Federal Agency Registration, Online Representations and Certifications Application, and Excluded Parties List system (EPLS).

Before hire, appointment, or contract agreement with an individual or entity to do work for FNHC, and monthly after during the duration of the relationship with FNHC an inquiry will be made into the eligibility status of each person/entity using each of the listed exclusions lists.

The inquiry shall include requiring applicants and contractors to disclose whether they have been convicted of a federal crime relating to the provision of health care items or services or if

they are or have been excluded, debarred, or otherwise considered ineligible for participation in federal government programs.

Signature

Date