



## OIG Exclusion List Check

With the passage of the Affordable Care Act on March 23, 2010 - Federal law prohibits the employment of individuals who have been excluded from participation in the Federal or State health care programs. It is the policy of Veritas to screen **applicants / associates** to assure that they have not been excluded.

### INSTRUCTIONS:

- 1) Log onto the federal Office of Inspector General (OIG) website: [www.oig.hhs.gov](http://www.oig.hhs.gov)
- 2) Click on List of Exclusions Database
- 3) Click on List of Excluded Individuals/Entities
- 4) Click on Online Searchable Database
- 5) Enter Name of Applicant
- 6) Click on Search
- 7) If more than one name appears, click on verify under SSN/EIN and enter SS# and click on verify
- 8) Print the verification and file in employee file

Name of Applicant / Associate: \_\_\_\_\_

Other name by which person is known (from application):

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

If the name is "Found", notify Management

\_\_\_\_\_  
Person Conducting OIG Check

\_\_\_\_\_  
Date