



EXCLUSIONCHECK

CHSPSC User Guide



October 2022

CHSPSC Corporate Federal Exclusion Team



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EXCLUSIONCHECK screens ALL of the listed agencies and sites:**OIG-LEIE** – Office of Inspector General – List of Excluded Individuals and Entities**GSA-EPLS** – General Services Administration – Excluded Parties List System**SAM** – System for Award Management**OFAC/SDN** – Office of Foreign Assets Control/Specially Designated Nationals**States with No Available List** - Arizona, New Mexico, Oklahoma, Rhode Island, South Dakota, Utah, Virginia, Wisconsin**State Medicaid Exclusion Lists:**

Alabama	Kentucky	North Dakota
Alaska	Louisiana	Ohio
Arizona	Maine	Pennsylvania
Arkansas	Maryland	South Carolina
California	Massachusetts	Tennessee
Colorado	Michigan	Texas
Connecticut	Minnesota	Vermont
Delaware	Mississippi	Washington
Florida	Missouri	Washington DC
Georgia	Montana	West Virginia
Hawaii	Nebraska	Wyoming
Idaho	Nevada	
Illinois	New Hampshire	
Indiana	New Jersey	
Iowa	New York	
Kansas	North Carolina	

ExclusionCheck Information

Community Health Systems (CHSPSC) does not employ, retain, or otherwise do business with any Ineligible (sanctioned) Person ; this standard applies to all employees, contractors, medical staff members and vendors. Therefore, sanction checks are required to be performed on all employees, contractors, medical staff members, referring providers and vendors. It is mandatory that ExclusionCheck be used for all sanction screening. PLEASE REFER TO THE CORPORATE COMPLIANCE POLICY ENTITLED “Screening Requirements – Ineligible Person Policy” which can be found in My Policies.

- An Ineligible (sanctioned) person is any individual or entity who:
 - Is currently excluded, suspended, debarred or otherwise ineligible to participate in Medicare, Medicaid or any other federal or state health care programs.
 - Has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.
 - Anyone who requires a current professional license by a state, and whose license is expired, suspended, revoked, lapsed, etc., is not eligible for hire, contract, or privileging.

ExclusionCheck Information

Additional Information:

- Any healthcare organization that bills Medicare/Medicaid cannot employ an excluded/sanctioned individual or do business with an excluded/sanctioned entity.
- By employing an excluded individual or contracting with an excluded party, the organization is at risk.
- Fines for knowingly or unknowingly employing an excluded individual could cost up to \$10,000 per incident (payment of services) per day, plus additional damages.
- The best possible solution is to know before hiring and to check all employees, contractors, medical staff members and vendors upon hire and on a monthly basis through ExclusionCheck.
- Referring providers should be screened at the time the patient presents with an order to ensure the ordering/referring provider does not have any sanctions. Once cleared and added to the facility's provider database, the facility must also screen these referring providers monthly to ensure they remain without sanction.

EXCLUSIONCHECK ACCESS

The job titles/job codes listed on the following page have been automatically provisioned with an ExclusionCheck account.

To access ExclusionCheck account:

Go to chs.exclusioncheck.com

Enter user name - the CHS Network ID

(same as the one entered each morning when logging in).

Enter the password used each morning when logging in

Select Log In

** If employed in a CHS 14 facility, use the Advanced Learning CHS Network ID. If the ALC sign-on is not known, please contact the local HELP Desk. The password will be the uppercase letter of first name + lower case letter of last name + last six digits of SSN – Example: Cb456789

If not automatically provisioned with an ExclusionCheck account, please follow the Exception instructions listed on page 8 to request ExclusionCheck access.

The following list of job roles will automatically be provisioned through IDM with Exclusion Check:

Administrative Assistant I - 18001	HR Generalist - 68201	Registrar EDU - 900002
Administrative Assistant II - 650540	HR Generalist II - 600177	Registrar ER - 650534
Admin. Supervisor Cancer Registry - 699153	HR Manager - 650555	Registrar Lead - 603000
Administrative Executive Secretary - 17001	HR Personnel Director - 602710	Registrar Lead U - 699198
Admissions Coordinator - 650352	HR Representative - 602712	Registrar – Outpatient - 650536
Admissions Coordinator II - 650290	HR Specialist - 602714	Registrar – Trauma - 600366
Admissions Director - 90901	HR Supervisor - 602704	Registrar – U - 699188
Admissions Manager - 603006	HR, VP - 650556	Registration Coordinator - 87101
Admissions Specialist U - 699000	Insurance Verify Rep - 26301	Registration Intake Specialist - 650278
Admissions Supervisor - 603002	Insurance Verify Rep - 600150	Scheduling Clerk - 117001
Admitting Clerk – 87201	Insurance Verify Rep U - 699002	Scheduling Coordinator - 699076
Admitting Registrar - 19001	Insurance Verification Supervisor - 601528	Scheduling Specialist - 650275
Pre-Admissions Testing Rep - 650252	Intake Coordinator - 18901	Sr. Dir Corp Compliance - 801922
Business Office Director - 600042	Medical Staff Coordinator - 144201	VP, Human Resources - 650556
Central Scheduler - 119001	Medical Staff Credentials, Director - 606862	
Central Scheduler Lead - 607512	Medical Staff Credentialing Clerk - 144101	
Central Scheduler U - 699047	Medical Staff Credentialing Specialist-650276	
Central Scheduling Manager - 607536	Patient Access Director - 600142	
Central Scheduling Supervisor - 607520	Patient Registration LDU - 699035	
Clerk Generalist - 650028	Polysom Tech Registrar U - 699071	
Contract Representative - 650520	Receptionist - 113001	
Compliance System Assistant - 801909	Pre-Registration Rep - 650532	
Executive Assistant - 60402	Recruiting Specialist - 650276	
Financial Counselor - 27101	Registrar - 19001	
Financial Counselor II - 600913	Registrar Cancer Center - 600912	

EXCEPTION PROCESS FOR OBTAINING ACCESS TO EXCLUSIONCHECK

Login to the CHS network **FROM GOOGLE CHROME**

Enter <https://myidentity.chs.net> into the URL

Wait for the Login screen to appear

Type username and password in the required boxes

Click “Next”

From the menu bar select “Access”

Select “Access” a drop down menu will appear

Select “request”

Next, select the “Provider Trust RBE” box

Leave “all” in the Process Request Category

Click “Continue”

Click on the line “ProviderTrust RBE” and another window will open to complete.

Specify a Domain: Use the drop down box and select the facility name

Expiration Date: This date has been “hard coded” therefore, skip this entry

Exception Description: Enter “ Access needed to perform sanction screening”

Compensation Controls: Enter “Used to monitor sanction screening”

Contingency Assessment: Enter “Would be unable to perform sanction screening”

Click the “Submit” button

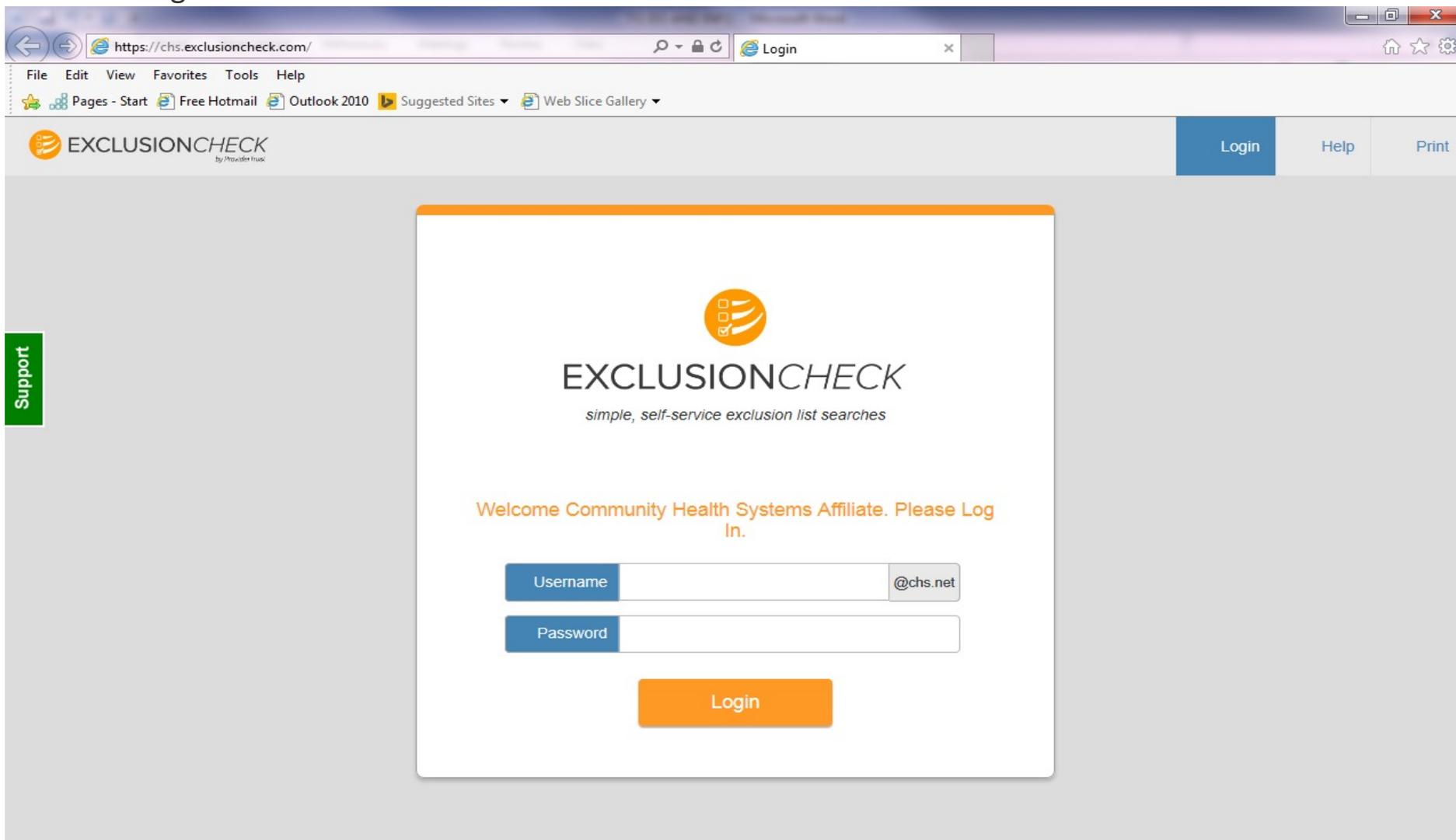
This request will go to the Manager and once the Manager approves , it will then be automatically routed to the facility CFO for approval.

A total of two emails will be received– one from “myidentity”, when submitting the exception process, and another from “ProviderTrust/ExclusionCheck” , once the CFO approves the request.

It is important to wait until receiving the email from ProviderTrust/ExclusionCheck before logging into ExclusionCheck because the CHS specific screens will not appear.

ExclusionCheck Log In Screen

Enter User name and Password - Use information on previous pages regarding access.
Select Login.



The screenshot shows a web browser window displaying the ExclusionCheck login page. The browser's address bar shows the URL <https://chs.exclusioncheck.com/>. The page features the ExclusionCheck logo at the top left, with the tagline "simple, self-service exclusion list searches". A navigation bar at the top right contains links for "Login", "Help", and "Print". The main content area is a white box with a blue border, containing the ExclusionCheck logo, the company name, and the tagline. Below this, a message reads "Welcome Community Health Systems Affiliate. Please Log In." followed by two input fields: "Username" (with a dropdown menu showing "@chs.net") and "Password". A blue "Login" button is positioned at the bottom of the white box. A green "Support" button is visible on the left side of the page.

Support

EXCLUSIONCHECK
By Provider Trust

Login Help Print

EXCLUSIONCHECK
simple, self-service exclusion list searches

Welcome Community Health Systems Affiliate. Please Log In.

Username @chs.net

Password

Login

The screenshot shows a web browser window with the URL <https://chs.exclusioncheck.com/interactive/search>. The page header includes the ExclusionCheck logo, a welcome message for Robin Boyles, and navigation links for Search, Settings, Help, Print, and Logout. The Help link is circled in red. The main content area features a search form with fields for Last Name, First Name, Unique ID, Company, and NPI, along with an orange Search button. A 'Support' button is located in the bottom right corner, also circled in red.

The HELP button accesses the CHS Exclusion Check User Guide.

The SUPPORT box is available throughout the system. Clicking on the Support box allows direct access to email an ExclusionCheck support representative.

Single Searches

From the sample screen on the previous page, note the three options for performing single searches: (1) By Last Name and First Name; (2) Company/Vendor/Contractor Name; (3) NPI Number. Search for one type at a time – the user cannot search for more than one type at the same time.

Last Name, First Name Search

- Enter the Last Name and First Name of the individual to be screened. **To ensure the individual's correct name is entered it is required that the individual's name on Social Security Card and/or Driver's License be used.**
- **DO NOT UNDER ANY CIRCUMSTANCES ADD THE MIDDLE NAME OR INITIAL WHEN PERFORMING AN EXCLUSION SCREENING.**
- Hyphenated names should be searched by complete name as shown on Driver's License or Social Security Card and also as separate names. Example: Susan Malone-Freeman should be searched as Susan Malone-Freeman, Susan Malone and Susan Freeman.
- Exclusion screening should be performed on all names given by the individual or discovered while gathering additional documents such as background screening information. Example: Betty Rubble may be applying for the position but while pulling additional documents it is discovered she was at one time Betty Stone. In this case, both Betty Rubble and Betty Stone should be screened.
- **ExclusionCheck does not use the SSN for verification purposes. Regardless of whether the SSN is keyed in to the Unique Identifier field or not, ExclusionCheck only returns potential matches based on the name entered. Keying in a Unique ID is not required.**
- Select "Search".
- The system is searching for the name keyed in and any other names which are similar. For example: If searching for the first name "Robert" results will include possible matches for Bobby, Bob, etc., as these are nicknames for Robert. If searching for Robert Smith last names which begin with "Smith" such as Smithson, etc. will also appear.

Company/Vendor/Contractor/ Name Search

When entering company names, use the most basic part of the company name. Leave out words such as “The, Inc., LLC, Co., etc’”. For example when entering “The Monument Firm and Company, LLC” enter Monument Firm.

For companies, the system searches for the name entered and also any similar names.

Example: When searching for “Smith Monuments” other possibilities will appear - Smith Monuments and Gifts, Smith-Jones Monuments, etc.

When screening for a contract, screen for any names listed within the contract:.

EXAMPLE: Contract is for Brown and Murphy Supply Company. Within the contract it lists Mark R. Brown and David C. Murphy as owners.

Screening must be performed on Brown and Murphy Supply Company.

Screening must be performed on Mark R. Brown.

Screening must be performed on David C. Murphy.

If the EIN/TAXID number is known enter (with no dashes) into the Unique Identifier field. It is NOT a requirement to enter this number. ExclusionCheck does not use the EIN/Tax ID for verification purposes. ExclusionCheck ONLY returns potential matches based on the company name entered.

NPI Search

If performing a single search for a provider, use the provider’s 10-digit NPI number to perform the search. Do NOT enter the last name, first name. Only enter the NPI number.

Single Search with No Results

After entering the individual's name and selecting the Search button, if there are NO results, the below screen will appear.

For this particular entry, there are no possible matches for Alicia Pearson.

- Click on printer icon, print, and keep a copy on file.

The screenshot shows a web browser window displaying the EXCLUSIONCHECK application. The address bar shows the URL: <https://chs.exclusioncheck.com/interactive/results?primary-search=22155356>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application header features the EXCLUSIONCHECK logo, a user greeting "Welcome, Robin Boyles from Community Health Systems", and navigation links for Search, Admin, Help, Print, and Logout. The main content area displays "PRIMARY SEARCH RESULTS - PEOPLE" for "Alicia Pearson". A "Results Summary" table shows 0 total results across four categories: Non-Cleared, Under Review, Historical Match, and Cleared. A table below the summary has columns for Name, Company Name, Classification, Specialty, Exclusion Type, Source, and Status. A green message bar at the bottom of the table states "No Exclusions Found", which is circled in red. A "Support" button is visible on the left side of the screen. At the bottom, there are buttons for "Back", "Quick Clear", and "Change Status".

Support

EXCLUSIONCHECK
by Provider Trust

Welcome, Robin Boyles from Community Health Systems

Search Admin Help Print Logout

« Back to Search

Searched: Mon Oct 30 14:01:45 CDT 2017

PRIMARY SEARCH RESULTS - PEOPLE

Alicia Pearson

Unique ID:

Results Summary		0 total result(s)	
0 Non-Cleared	0 Under Review	0 Historical Match	0 Cleared

Name	Company Name	Classification	Specialty	Exclusion Type	Source	Status	
No Exclusions Found							

Rows per Page: 10

Back Quick Clear Change Status

Viewing Returned Records if Searching by Last Name First Name

- Richard was entered as the First Name. Thomas was entered as the Last Name. The Unique ID was left blank.
- Never enter a middle name and/or initial. Be sure to use the name on the social security card and/or driver’s license when entering first and last name.
- Print the “Primary Results” page which shows the number possible matches to be researched in order to determine if the possible match can or cannot be cleared. Once the possible matches are cleared, print the page showing all cleared results. The cleared results page will also be used to record how the individual was cleared. See the following page for additional instructions (page 14).
- If possible matches had been received, select “Details” to be provided with additional information. Use this information to determine if the possible match could be cleared. If enough information was not given, select the Source and proceed to research.
- If it cannot be determined whether the exclusion is/is not the individual or vendor, complete the Attestation form and forward to the individual or vendor . When returned, please keep a copy for the file.

The screenshot shows a web browser window displaying the 'Interactive Search Results' page on ExclusionCheck.com. The search criteria are 'Richard Thomas'. The page shows a 'Results Summary' with 1 Non-Cleared result, 0 Under Review, 0 Historical Match, and 0 Cleared. Below this is a table with one row for 'Richard Thomas', a 'Physician' classification, and a 'Non-Cleared (New)' status from 'CALIFORNIA'. The page includes navigation buttons like 'Back', 'Quick Clear', and 'Change Status', and a footer with a disclaimer.

PRIMARY SEARCH RESULTS - PEOPLE		Results Summary				1 total result(s)	
Richard Thomas		1	0	0	0		
Unique ID:		Non-Cleared	Under Review	Historical Match	Cleared		

Name	Company Name	Classification	Specialty	Exclusion Type	Source	Status	
Richard Thomas		Physician			CALIFORNIA	Non-Cleared (New)	<input type="button" value="Details"/> <input type="button" value="Change Status"/> <input type="checkbox"/>

Support

Example of Result Details Page

This screen indicates the excluded Richard Thomas is Richard W. Thomas. If the individual, Richard Thomas, has a different middle name/initial then type in the notes section the reason for clearing the individual such as “different middle name”. Select “clear” then print and keep a copy for the file.

Support

Result Details

Search Criteria	Thomas, Richard
First Name	Richard
Middle Name	W
Last Name	Thomas
Street Address	1730 HUNTINGTON DR., STE. #202
City	South Pasadena
State	CA
Excluding Agency	CALIFORNIA
Exclusion Date	2002-03-07
Exclusion Term	indefinitely effective
License Number(s)	A17585
NPI(s)	
Date Acquired From Source	2017-02-27

Update Status

Notes entered below will be submitted with a status change OR only as a note based on the option you select below

Type notes here...

Clear
Under Review
Historical Match
Non-Cleared
Add Note Only

If the individual, Richard Thomas, has a middle initial of “W” print and note on the copy the individual has the same name. Determine if the individuals are the same person by comparing information. If unable to determine it is the same person, have the employee complete an Attestation Form. Once the attestation form is completed, keep a copy for the file.

NPI SINGLE SEARCH

Enter the 10 digit NPI number and select "Search".

Welcome, Haley Fleming from ProviderTrust



EXCLUSIONCHECK
simple, self-service exclusion list searches

Search all exclusion lists for:

Last Name

First Name

Unique ID

OR

Company

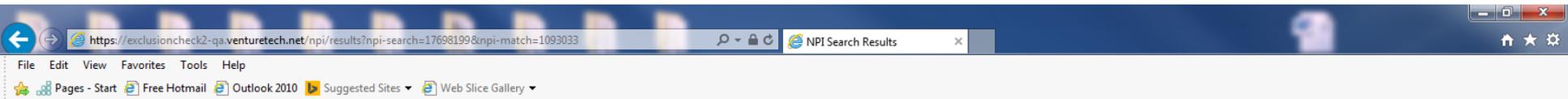
Unique ID

OR

NPI

[What sources are being searched?](#)

Enter the 10-digit NPI number and select "Search" the below screen will appear . Please note the NPI single search results screen includes the NPI number searched , the name of the individual searched and the result. Print a copy of the results for the file. If any status other than CLEARED is listed, email [Federal Exclusion Team@chs.net](mailto:Federal_Exclusion_Team@chs.net) for further guidance



Welcome, Robin Boyles from Community Health Systems

Search

Admin

Help

Print

Logout

[Back to Search](#) Searched: Wed Jun 21 09:51:42 CDT 2017

NPI Search Results

NPI Searched	XXXXXXXXXX
First Name	JAMES
Last Name	WILLIAMS
Result	CLEARED <i>No exclusions found</i>

Number blocked out for privacy reasons.

Support

POSITIVE MATCH INSTRUCTIONS

In the event, after being screened and researched in ExclusionCheck, any questions arise regarding an individual's status or if the individual is determined to be sanctioned, or if discrepancies arise between applicant's disclosed credentials and the verified information obtained by ExclusionCheck, the Human Resources Department, Medical Staff Coordinator, or Contract Administrator will notify the Corporate Compliance department by emailing the [Federal Exclusion Team@chs.net](mailto:Federal_Exclusion_Team@chs.net).

Should any person, physician, medical staff member, contractor, agent, or vendor be determined as ineligible to participate in a federally funded healthcare program, that person, physician, medical staff member, contractor, agent, or vendor will be referred by the Corporate Federal Exclusion Team to the appropriate Corporate Compliance Director for evaluation, follow-up and appropriate action.

Batch Searches By Name or NPI Number

ExclusionCheck provides a process to perform Batch searches either by name or NPI number.

- To perform a batch search, a spreadsheet saved as a CSV file must be created with the below data points and header rows. A “Batch Search Template” can be found on the CHS Intranet/Compliance Dept./Federal and State Exclusions. This template contains the header rows and the information requested.
- It is suggested that the spreadsheet/csv file contain the following information if available:
 - Last Name
 - First Name
 - Middle Name
 - Date of Birth
 - Unique ID – This column should ALWAYS contain the SSN.
 - Location Code
 - Location Name
 - Job Code
 - Job Title
 - NPI Number
- NPI number batch searches can also be performed.
- The completed **CSV file** (with column headers) is then uploaded to ExclusionCheck and any possible matches are generated.

How To Perform a Name Batch Upload

Log into ExclusionCheck, see the below screen.

- Select the “Search” tab and then select “Batch Search New”.

The screenshot displays the ExclusionCheck web application interface. The browser address bar shows the URL <https://chs.exclusioncheck.com/interactive/search>. The page header includes the ExclusionCheck logo, a welcome message for Robin Boyles from Community Health Systems, and navigation links for Search, Settings, Help, Print, and Logout. A dropdown menu is open under the Search tab, with the following options: Interactive Search, Batch Search (New) (highlighted with a red circle), Batch Name Search, Batch NPI Search, and Search History. A red arrow points from the Batch Search (New) option to the main search area. The main search area features the ExclusionCheck logo and the tagline "simple, self-service exclusion list searches". Below this, there are three search criteria sections, each with a label and an input field: "Last Name", "First Name", and "Unique ID" (separated by "OR"); "Company" and "Unique ID" (separated by "OR"); and "NPI". A "Search" button is located at the bottom of the search area, and a link for "What sources are being searched?" is provided below it. A "Support" button is visible in the bottom right corner.

To upload a Batch, click on START NEW SEARCH.

Batch Search Dashboard
Upload and manage batch search files.

START NEW SEARCH

Search: Team: Uploaded by:

File Name	Date Uploaded	Uploaded By	Record Count	To Review	Status
Provider Trust Employee Upload March 2019.csv	2019-03-08	JCook	116382	66	Results to Review
ExFileACOMarch2019.csv	2019-03-08	JCook	1248	3	Results to Review
EXFileACOFeb2019.csv	2019-03-01	JCook	1241	4	Results to Review
Provider Trust Feb 2019 Contractor Upload.csv	2019-02-27	JCook	48079	2333	Results to Review
Provider Trust Contractor Upload January 2019.csv	2019-02-27	JCook	47252	1570	Results to Review
Provider Trust Combined Contactor Upload Dec 2018.csv	2019-02-27	JCook	49267	755	Results to Review
Provider Trust Employee Upload Feb 2019.csv	2019-02-13	JCook	115799	19	Results to Review
OptOutDec2018.csv	2019-01-31	Robin_Boyles@chs.net	2909	1	Results to Review
EXFileACOsJan2019.csv	2019-01-21	Robin_Boyles@chs.net	1549	3	Results to Review
Provider Trust Employee Upload January 2019.csv	2019-01-11	Robin_Boyles@chs.net	117125	0	All Results Reviewed

[Support](#)

- Select “Search for individuals by name”
- Select the gray box to choose the.csv file to upload.
- Once the file has uploaded, select Upload and Continue.

Please select the types of searches you would like to conduct below:

The file you upload will need to contain the correct criteria to perform your desired searches. Rows without a given piece of data will not be searched. [Click here for more info on search types and required criteria.](#)

Exclusion Search

- Search for individuals by name
- Search for companies by name
- Search by NPI

Other Search Types

Search input needed

NPI Validation

NPI

Select the file you wish to upload

14.4 MB

Provider Trust Employee Upload March 2019.csv

[Cancel](#)

[Upload and continue](#)

[Support](#)

Column Label from CSV: Headers on the uploaded file.

Preview Data: Displays the first row of data after the headers.

Pick a Search Criteria: Criteria for type of search performed.

BATCH SEARCH BY NAME

For batch name searches, under the “Pick a Search Criteria” select the Last Name and First Name only. This is the way ExclusionCheck performs searches for CHS.

The screenshot shows a web browser window with the URL <https://chs.exclusioncheck.com/v2/#/flex-search/file-upload>. The browser tabs include "Flexible Search File Upload". The application navigation bar shows "Choose your Search Types", "Column Mapping", "Additional Data Assignments", and "Review".

The main content area has the heading "Match your columns to your required search criteria below" and the instruction "Use the dropdown menus in the righthand column to select the data needed to perform the searches you selected." Below this is a table with three columns: "Column Label from CSV", "Preview Data", and "Pick a Search Criteria".

Column Label from CSV	Preview Data	Pick a Search Criteria
Search Last Name	Flores	Last Name
Search First Name	Belva	First Name
Search Company		
UniquelD	058562910	
Job Code	1215	
Job Title	0Radiation Therapist	
Location Code	? 158	
Location Name	9Carlsbad Medical Center	
Address		
City		
State		

A red circle highlights the "Last Name" and "First Name" entries in the "Pick a Search Criteria" column.

In the bottom right corner, there is an orange "Support" button.

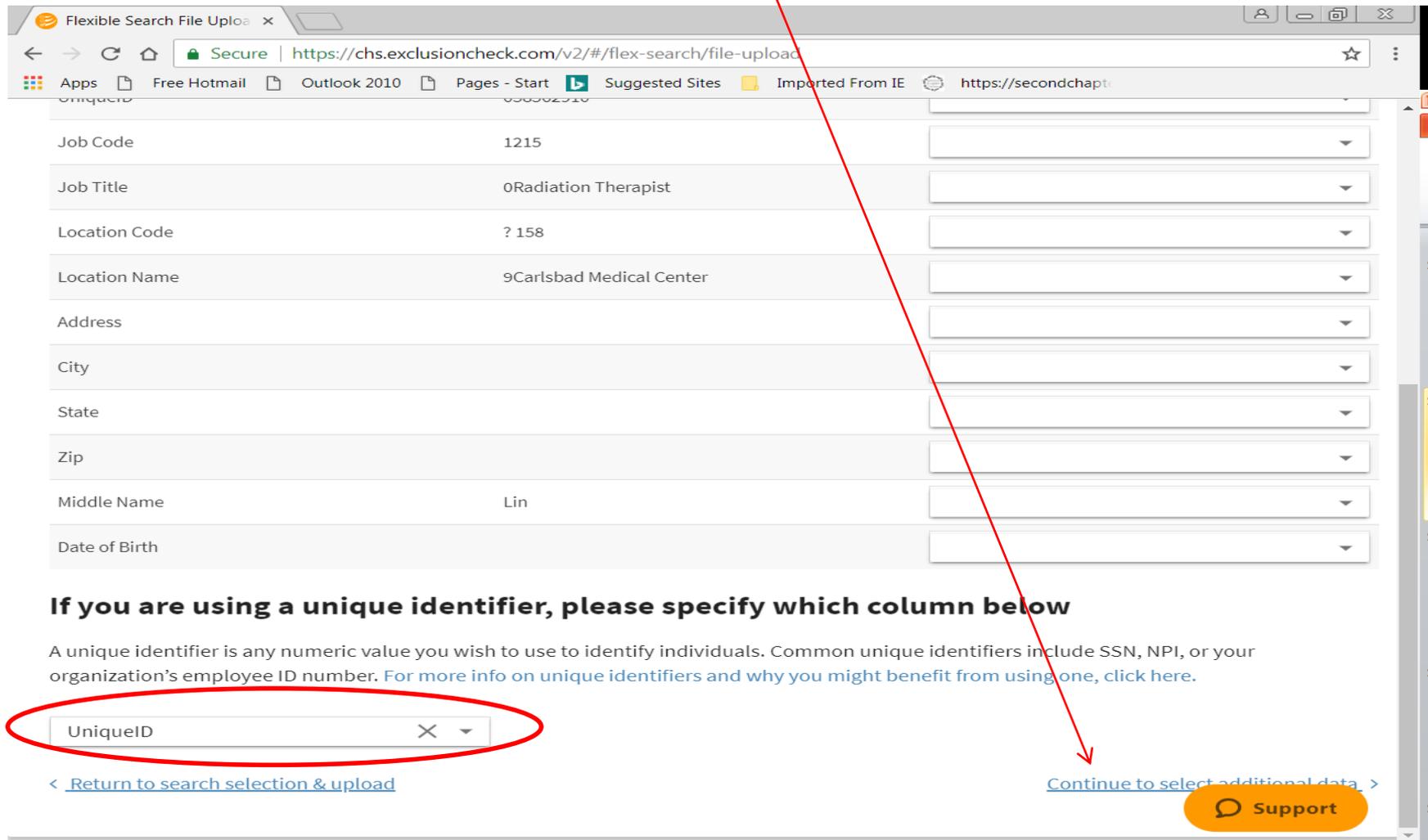
Column Label from CSV: Headers on the uploaded file.

Preview Data: Displays the first row of data after the headers.

Pick a Search Criteria: Criteria for type of search performed.

BATCH SEARCH BY NAME

Next, select the Unique ID box and select “Unique ID”. Select Continue To See Additional Data.



The screenshot shows a web browser window with the URL <https://chs.exclusioncheck.com/v2/#/flex-search/file-upload>. The form contains the following fields:

Job Code	1215	
Job Title	0Radiation Therapist	
Location Code	? 158	
Location Name	9Carlsbad Medical Center	
Address		
City		
State		
Zip		
Middle Name	Lin	
Date of Birth		

If you are using a unique identifier, please specify which column below

A unique identifier is any numeric value you wish to use to identify individuals. Common unique identifiers include SSN, NPI, or your organization's employee ID number. [For more info on unique identifiers and why you might benefit from using one, click here.](#)

UniqueID (circled in red)

[Return to search selection & upload](#) [Continue to select additional data >](#)

Support

The next step will be to select the data needed to help clear potential matches:

- Select:
- Unique ID
 - Job Code
 - Job Title
 - Location Code
 - Location Name
 - Middle Name
 - Date of Birth

Column Label from CSV	Preview Data	Pick a Search Criteria	Include as Add'l Data
Search Last Name	Flores	First Name	
Search First Name	Belva	Last Name	
Search Company			<input type="checkbox"/>
UniqueID	058562910		<input checked="" type="checkbox"/>
Job Code	1215		<input checked="" type="checkbox"/>
Job Title	ORadiation Therapist		<input checked="" type="checkbox"/>
Location Code	? 158		<input checked="" type="checkbox"/>
Location Name	9Carlsbad Medical Center		<input checked="" type="checkbox"/>
Address			<input type="checkbox"/>
City			<input type="checkbox"/>
State			<input type="checkbox"/>
Zip			<input type="checkbox"/>
Middle Name	Lin		<input checked="" type="checkbox"/>
Date of Birth			<input checked="" type="checkbox"/>

[Return to search criteria mapping](#)

[Support](#)

Confirm selections and select START SEARCH:

The screenshot shows a web browser window with the URL <https://chs.exclusioncheck.com/v2/#/flex-search/file-upload>. The page displays the following content:

You selected these columns from your file as search criteria: [Edit](#)

Column label (from file)	Mapped search criteria
Search Last Name	First Name
Search First Name	Last Name

Column with unique identifier: UniqueID

You picked these columns to upload as additional data: [Edit](#)

Column label (from file)

- UniqueID
- Job Code
- Job Title
- Location Code
- Location Name
- Middle Name
- Date of Birth

START SEARCH

[Return to Additional Data](#)

[Support](#)

Once the results have been generated, select Results to Review to see any potential matches from the search. Always check to ensure the Record Status selection box states **NEEDS REVIEW**.

To review a potential match, click on the line item to review and the result will slide onto the current page, displaying information from the exclusion source on the left with the data provided from the file on the right side. Compare the data to see if the individual can be cleared.

This filter will allow viewing of all the information provided and/or to select data to hide from viewing.

Search criteria **Record status** **Source**

[-] [Filter] [Refresh] Needs Review [Reset] Bulk Status Change

<input type="checkbox"/>	Name	Company Name	Source	State	Exclusion Date
Search Criteria: AARON ANDERSON Unique ID: xxxxx7465 All records cleared					
<input type="checkbox"/>	Aaron Anderson		CALIFORNIA	CA	2014-09-02
<input type="checkbox"/>	Aaron Anderson		CALIFORNIA	CA	2014-09-02
Search Criteria: AARON CLARK Unique ID: xxxxx9045 All records cleared					
<input type="checkbox"/>	AARON CLARK		SAM	MN	2/20/2012
<input type="checkbox"/>	AARON CLARK		SAM	MN	3/29/2012
<input type="checkbox"/>	AARON CLARK		OIG-LEIE	MN	20120220
Search Criteria: AARON HUDSON Unique ID: xxxxx2424 All records cleared					
<input type="checkbox"/>	Aaron Hudson		TEXAS		2017-11-20
<input type="checkbox"/>	AARON HUDSON		SAM	TX	2017-11-20
<input type="checkbox"/>	AARON HUDSON		OIG-LEIE	TX	2017-11-20
Search Criteria: AARON MONTGOMERY Unique ID: xxxxx8095 All records cleared					
<input type="checkbox"/>	AARON MONTGOMERY		SAM	AL	
Search Criteria: AARON ROBINSON Unique ID: xxxxx0031 All records cleared					

Click here to review the results.

Support

Click on the line to review and the result will slide onto the current page, displaying information from the exclusion source on the left with the data provided from the file on the right side. Compare the data to see if the individual can be cleared.

This information is provided by ExCk.

Record to Review

First Name	AARON
Last Name	CLARK
General	IND- LIC HC SERV PRO
Street Address	P O BOX 1000, #15352-040
City	DULUTH
State	MN
Zip	55814
Source	OIG-LEIE
Date of Birth	08/13/70
Exclusion Date	20120220
Exclusion Type	1128a3
Reinstatement Date	00000000
Specialty	PHYSICAL THERAPY
NPI(s)	1831370162
Date Acquired	2015-10-10
Link	http://exclusions.oig.hhs.gov/

This information was provided by you.

Your Data

UniqueID	037569045
Job Title	Physician
Middle Name	Taylor
Date of Birth	5/8/1980 0:00:00
Location Code	1402
Location Name	East Georgia Regional Medical Cente
Search Last Name	Clark
Search First Name	Aaron

Comparing this information would allow this individual to be cleared due to different Date of Birth.

Review Status & History

Review Status: Reviewed: Clear

Support

How To Perform an NPI Number Batch Upload

Log into ExclusionCheck and the screen below will be displayed.

- Select the “Search” tab and then select “Batch Search New”.

The screenshot displays the ExclusionCheck web application interface. The browser address bar shows the URL <https://chs.exclusioncheck.com/interactive/search>. The page header includes the ExclusionCheck logo, a welcome message for Robin Boyles from Community Health Systems, and navigation links for Search, Settings, Help, Print, and Logout. A dropdown menu is open under the Search tab, with the "Batch Search (New)" option circled in red. A red arrow points from this menu item to the main search form. The main form is titled "EXCLUSIONCHECK" and features the tagline "simple, self-service exclusion list searches". It prompts the user to "Search all exclusion lists for:" and provides input fields for Last Name, First Name, Unique ID, Company, and NPI. The "Batch Search (New)" option is circled in red, and a red arrow points from it to the main search form.

EXCLUSIONCHECK
simple, self-service exclusion list searches

Search all exclusion lists for:

Last Name

First Name

Unique ID

OR

Company

Unique ID

OR

NPI

Search

[What sources are being searched?](#)

Support

- Select "Search by NPI"
- Select the gray box to choose the .csv file to upload.
- Once the file has uploaded, select Upload and Continue.

Please select the types of searches you would like to conduct below:

The file you upload will need to contain the correct criteria to perform your desired searches. Rows without a given piece of data will not be searched. [Click here for more info on search types and required criteria.](#)

Exclusion Search

- Search for individuals by name
- Search for companies by name
- Search by NPI

Other Search Types

Search input needed

NPI Validation

NPI

Select the file you wish to upload

14.4 MB

Provider Trust Employee Upload March 2019.csv

[Cancel](#)

[Upload and continue](#)

 Support

Column Label from CSV: Headers on the uploaded file.

Preview Data: Displays the first row of data after the headers.

Pick a Search Criteria: Criteria for type of search performed.

NPI BATCH SEARCH

For NPI number batch searches, under the “Pick a Search Criteria” select NPI only. This is the way ExclusionCheck performs searches for CHS. Next, select the Unique ID box and select “Unique ID”. Select Continue.

Flexible Search File Upload

Secure | <https://chs.exclusioncheck.com/v2/#/flex-search/file-upload>

Apps | Free Hotmail | Outlook 2010 | Pages - Start | Suggested Sites | Imported From IE | <https://secondchapt...>

Match your columns to your required search criteria below

Use the dropdown menus in the righthand column to select the data needed to perform the searches you selected.

Column Label from CSV	Preview Data	Pick a Search Criteria
ACO #	1	<input type="text"/>
Associated hospital	Merit Health Biloxi	<input type="text"/>
tin_ccn_name	Biloxi HMA Physician Management, LLC	<input type="text"/>
tin_ccn	20-3539545	<input type="text"/>
NPI	1104908532	<input type="text" value="NPI"/>
rendering_provider_name	MORRIS, JAMES JOSEPH	<input type="text"/>
hospital state	MS	<input type="text"/>

If you are using a unique identifier, please specify which column below

A unique identifier is any numeric value you wish to use to identify individuals. Common unique identifiers include SSN, NPI, or your organization’s employee ID number. [For more info on unique identifiers and why you might benefit from using one, click here.](#)

[Return to search selection & upload](#) [Continue to Review >](#)

1 new

The next screen will ask for a double check that everything looks correct.
Select **START SEARCH**

Flexible Search File Upload

Secure | <https://chs.exclusioncheck.com/v2/#/flex-search/file-upload>

Apps | Free Hotmail | Outlook 2010 | Pages - Start | Suggested Sites | Imported From IE | <https://secondchapt>

EXCLUSIONCHE by ProSystems | Welcome, Robin Boyles from Community Health | Search | Settings | Help | Print | Logout

Choose your Search Types > Column Mapping > Additional Data Assignments > Review

Double check that everything looks good

You're about to run these searches [Edit](#)

- NPI Validation
- Search by NPI

You selected these columns from your file as search criteria: [Edit](#)

Column label (from file)	Mapped search criteria
NPI	NPI

Column with unique identifier: NPI

START SEARCH

[< Return to Column Mapping](#)

[Support](#)

Viewing Cleared NPI Batch Results

- After the NPI # batch is uploaded and it has returned all the results for NPI numbers. Details about each result can be viewed by highlighting the line to review. Click on the line to view additional information and it will slide into view (see following slide).

The screenshot shows a web browser window with the URL <https://chs.exclusioncheck.com/v2/#/flex-search/30391/details>. The page title is "Batch Search Results" and the sub-section is "NPI Results".

At the top of the results area, there are filters for "Search criteria", "Record status", "NPI Status", and "Exclusion Status", along with a "Reset" button and a "Bulk St" button.

<input type="checkbox"/>	NPI	Name From NPPES	NPI Status	Exclusion Result	Status	Latest Note
<input type="checkbox"/>	1033164322	SCOTT YAGGER	Valid	Exclusion Found	Needs Review	
<input type="checkbox"/>	1043694243	ERIN KWYZLA	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1043704497	JAMES FEHER	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1043704497	JAMES FEHER	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1073527883	WILLIAM SHARP	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1073599296	LISA GREENWAY	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1073603452	MARTHA HARE	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1104812494	LARISA RUSSELL	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1104812494	LARISA RUSSELL	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1104812494	LARISA RUSSELL	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1215283775	SHENELLE WILSON	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1215283775	SHENELLE WILSON	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1225139959	SHANON JERNIGAN	Valid	No Exclusions Found	Clear	
<input type="checkbox"/>	1225201204	JULIA CARLEY	Valid	No Exclusions Found	Clear	

A "Support" button is visible in the bottom right corner of the interface.

Viewing NPI Results

Below is information pertaining to the individual selected. If additional information is needed select “Click here to view full record”.

The screenshot shows a web browser window with the following content:

- Browser Tab:** Flexible Search Details
- Address Bar:** Secure | <https://chs.exclusioncheck.com/v2/#/flex-search/30391/details>
- Navigation Bar:** Apps, Free Hotmail, Outlook 2010, Pages - Start, Suggested Sites, Imported From IE, <https://secondchapt...>
- NPI Status Table:**

Name	MRS. ERIN KWYZLA
Status	Valid
Mailing Address	2000 S 42ND ST STE 100
View Details	Click here to view full record
- Your Data:**

NPI	1043694243
------------	------------
- Review Status:**

Review Status	Clear
----------------------	-----------------------
- Return to all results >>**
- Search Results Table:**

NPI	Name	Status	Exclusions	Action
1043704497	JAMES FEHER	Valid	No Exclusions Found	Clear
1043704497	JAMES FEHER	Valid	No Exclusions Found	Clear
1073527883	WILLIAM SHARP	Valid	No Exclusions Found	Clear
1073599296	LISA GREENWAY	Valid	No Exclusions Found	Clear
1073603452	MARTHA HARE	Valid	No Exclusions Found	Clear
1104812494	LARISA RUSSELL	Valid	No Exclusions Found	Clear
1104812494	LARISA RUSSELL	Valid	No Exclusions Found	Clear
1104812494	LARISA RUSSELL	Valid	No Exclusions Found	Clear
1215283775	SHENELLE WILSON	Valid	No Exclusions Found	Clear
1215283775	SHENELLE WILSON	Valid	No Exclusions Found	Clear
- Support:** [Support](#)

After researching any potential match, whether it be an individual or vendor, and the determination is made the potential match cannot be cleared:

- Have the individual sign an Exclusion Attestation Form, verifying they have never been excluded.
- If the potential match is a vendor, please use the Vendor Attestation Form.
- Once the attestation has been signed, keep a copy for the individual's personnel file.
- A printable version of both the Individual Exclusion Attestation Form and the Vendor Attestation can be found on the CHS Intranet in the Compliance Department section under the button "Exclusion Screening".

Glossary of User Guide Terms

Term	Definition
Batch	Uploading a CSV file of multiple names to search is called a batch search. This is the alternative to individually entering each name into the single search screen.
CSV File	CSV is simply a file format type. All batch search files must be uploaded into ExclusionCheck in the CSV format.
New Record	Any returned record for a possible match to the individual (e.g., employee) that has not been previously cleared by another user in the organization.
Possible Match/Alert	Any non-cleared record that may or may not be the individual/employee. These records have been returned as a possible match because the name is either exactly the same or very similar. Further research all possible matches to determine if the record is matching to the individual/employee.

Please direct any questions to the
CHS Corporate Federal Exclusion Team

Federal_Exclusion_Team@chs.net

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