



OIG/GSA EXCLUSION SCREENINGS GUIDE

Exclusion Screening Requirements

Federal law prohibits payment to a person or entity excluded from the federal healthcare programs. To ensure no payment is made to an excluded party, individuals and entities involved in IPA business must be screened regularly against federal databases of excluded parties.

Who must be screened? All employees, temporary employees, volunteers, consultants, governing body members, and subcontractors sub-delegated to perform delegated functions.

When and how often? Screenings are required prior to hire or contracting, and monthly thereafter.

What if there's a match? All potential matches must be investigated, and the outcome of the investigation must be documented.

False Match:

- Document that the match is false. This can be as simple as a note on the screening results that states "false match".
- Save the source documentation, such as a screenshot, that shows the person or entity name, the date, the source, and the information that proves that the match is false.

Confirmed Match:

- Immediately remove the person or entity from direct or indirect work supporting IPA business.
- Notify Choice Physicians Network's (CPN's) Compliance Officer at sgreiner@choicemg.com

What documentation is required? Screening evidence must show the name of the person or entity being screened, the date, the exclusion database checked, the screening results, and the outcome of having investigated any potential matches.

If your organization uses a third-party vendor to conduct screenings, screening evidence must also show the name of the vendor.



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Evidence of screenings and resolving potential matches must be saved for a minimum of (10) years.

Who do I contact with questions? For assistance with exclusion screenings, please contact CPN's Compliance Officer at sgreiner@choicemg.com.

OIG Exclusion Screenings

The first database is the Department of Health and Human Services (DHHS) Office of the Inspector General (OIG) List of Excluded Individuals and Entities (LEIE). This database lists individuals and entities excluded from participation in government healthcare programs.

To conduct **OIG** exclusion screenings:

- Navigate to <https://exclusions.oig.hhs.gov/>
- Select the search type (Individual, Multiple Individuals, Entity, Multiple Entities)
- Enter the individual or entity name and click "Search"
- Save a screenshot of the results, or print the results page to PDF
- Ensure the name, screening date, database name, and screening results are visible
- Save this documentation for a minimum of ten (10) years

No matches found:

Exclusions Search Results: Individuals

No Results were found for 

❖ doe , jane 

 If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#) 

Search conducted 10/6/2025 6:17:17 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/10/2025 9:01:00 AM EST 



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Potential match found:

Exclusions Search Results: Individuals

Results were found for

➤ smith, marie 

 If the name of the individual or entity appears below, click on the underlined last name or entity name to Verify the record. If the name does not appear in the search results below, print this Web page for your documentation.

[Print Search Results](#)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>General</u>	<u>Specialty</u>	<u>Exclusion</u>	<u>Waiver</u>	<u>SSN/EIN</u>
➔ <u>SMITH</u>	MARIE	ANN	EMPLOYEE - PRIVATE SECTOR BUS	AMBLNTRY SRGCL CNTR	1128(a)(3)		Verify

Search conducted 10/7/2025 12:18:38 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/10/2025 9:01:00 AM EST

To investigate potential matches:

- If the party's name does not appear in the search results, note "false match"
- Save this documentation for a minimum of ten (10) years

Exclusions Search Results: Individuals

Results were found for

➤ smith, bill

False match

 If the name of the individual or entity appears below, click on the underlined last name or entity name to Verify the record. If the name does not appear in the search results below, print this Web page for your documentation.

[Print Search Results](#)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>General</u>	<u>Specialty</u>	<u>Exclusion</u>	<u>Waiver</u>	<u>SSN/EIN</u>
<u>SMITH</u>	BILLIE		SKILLED NURSING FAC	NURSE/NURSES AIDE	1128(a)(2)		Verify

Search conducted 10/7/2025 12:43:59 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/10/2025 9:01:00 AM EST



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- If the party's name appears in the search results, click "Verify"
- If the information displayed disproves the match, note "false match"
- Save this documentation for a minimum of ten (10) years

Exclusions Search Results: Verify

Do not use your browser's back button while navigating through the LEIE search. Instead, use the built-in navigation features as indicated below:

[← Return to Search Results](#) | [Begin a New Search](#)

First Name	BILLIE
Middle Name	
Last Name	SMITH
DOB	04/22/1974
NPI	Unknown
UPIN	Unknown
General	SKILLED NURSING FAC
Specialty	NURSE/NURSES AIDE
Address	2002 FIFTH ST, NORTH COLUMBUS, MS 39701-0000
Excl. Type	1128(a)(2)- PATIENT ABUSE/NEGLECT CONVICTION
Excl. Date	09/03/1997
Waiver	

False match



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- If the information displayed does not disprove the match:
 - a. For an individual, enter the individual's SSN
 - b. For an entity, enter the entity's EIN or TIN
- If there is "NO MATCH", save this documentation for a minimum of ten (10) years

Exclusions Search Results: Verify

Do not use your browser's back button while navigating through the LEIE search. Instead, use the built-in navigation features as indicated below:

[← Return to Search Results](#) | [Begin a New Search](#)

First Name	BILLIE
Middle Name	
Last Name	SMITH
DOB	04/22/1974
NPI	Unknown
UPIN	Unknown
General	SKILLED NURSING FAC
Specialty	NURSE/NURSES AIDE
Address	2002 FIFTH ST, NORTH COLUMBUS, MS 39701-0000
Excl. Type	1128(a)(2)- PATIENT ABUSE/NEGLECT CONVICTION
Excl. Date	09/03/1997
Waiver	

Verification conducted 10/7/2025 12:50:25 PM

To verify if you have a match, please enter a Social Security Number (SSN) or Employer Identification Number (EIN) without dashes (123456789).



Verify 



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- If there is a match, immediately remove the party from direct or indirect business with your IPA or Practice and notify CPN's Compliance Officer at sgreiner@choicemg.com
- Save documentation of this action for a minimum of ten (10) years.

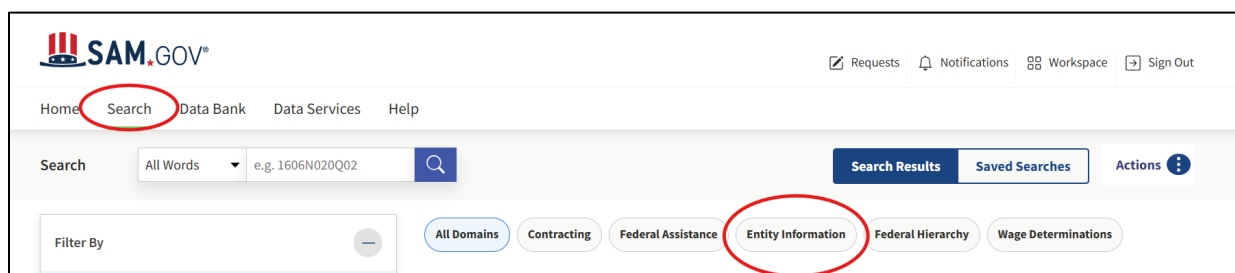
For assistance determining if your employee or subcontractor matches with an excluded party, please contact CPN's Compliance Officer at sgreiner@choicemg.com.

GSA Exclusion Screenings

The second database is the General Services Administration (GSA) System for Award Management (SAM). This database lists individuals and entities excluded from participation in government contracts and subcontracts, including those government contracts and subcontracts pertaining to healthcare.

To conduct GSA exclusion screenings:

- You will first need to create a user account to save searches and download search results and individual records. To create an account, click on the link below:
https://www.fsd.gov/gsafsd_sp/en/how-do-i-create-a-sam-gov-user-account?id=kb_article_view&sysparm_article=KB0017363
- Click on the Search tab and then select the Entity Information tab:



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- Using the arrows, scroll to the right and click on the Exclusions tab.

The screenshot shows the SAM.GOV search interface. At the top, there's a navigation bar with links for Requests, Notifications, Workspace, and Sign Out. Below that, a main navigation bar includes Home, Search (highlighted), Data Bank, Data Services, and Help. The search bar contains the text 'e.g. 1606N020Q02'. To the right of the search bar are buttons for 'Search Results', 'Saved Searches', and 'Actions'. Below the search bar, there's a 'Filter By' section with a dropdown menu. The 'Exclusions' tab is highlighted with a red circle and a blue arrow pointing to it. Below the tabs, there's a 'Set Your Search Criteria' section with a message: 'Use the filters on the left to start your search'.

- Scroll down and select Excluded Individual or Excluded Entity from the drop-down menu
- Enter first and last name and click on Add Individual. To select multiple individuals, continue these steps to populate all individuals in your search results. Each individual will be listed under your search fields in green.

The screenshot shows the 'Excluded Individual' form. It has a title bar 'Excluded Individual' with a close button. Below the title bar, there are four input fields: 'First Name', 'Middle Name', 'Last Name', and 'SSN / TIN'. Below these fields is a grey button labeled 'Add Individual'. At the bottom of the form, there are two green bars representing added individuals: 'John Doe' and 'Jane Doe', each with a close button (X).



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- Scroll to the top of the page to view results

The screenshot shows the SAM.GOV search interface. At the top, there's a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The Search bar contains the text 'e.g. 1606N020Q02'. To the right of the search bar are buttons for 'Search Results', 'Saved Searches', and 'Actions'. Below the search bar, there's a 'Filter By' section with a 'Keyword Search' box. To the right of the filter section, there's a message that says 'No matches found' and 'We couldn't find a match for your search criteria. Please try another search or go back to previous results.' There is a 'Go Back' button below this message.

- Click on Actions to download the results page to PDF
- You can also click on the box to add to my saved search (use the date of your search to name the file).

The screenshot shows a 'Download' dialog box. It has a title bar with a close button. Inside, there's a section titled 'Select file type' with two buttons: 'csv' and 'pdf'. Below this, there's a note '- Limited to 3000 records.' and a section titled 'File name' with the text 'Up to 45 characters'. There is a text input field containing '10-07-2025' and a close button. At the bottom, there's a checkbox labeled 'Add to my saved search' which is checked. There are two buttons at the bottom: 'Cancel' and 'Download'.



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- Ensure the name, screening date, database name, and screening results are visible
- Save this documentation for a minimum of ten (10) years.

The screenshot shows the "SAM.GOV" logo at the top left. Below it, the heading "Exclusion Search Results" is followed by a link "Total Results". A "Filter By:" section contains two columns: "Status" with the value "Active" and "Excluded Individual" with the value "John Doe, Jane Doe,". At the bottom left, a timestamp "Oct 07, 2025 06:28:49 PM GMT" is displayed. Three red circles are drawn on the page: one around the "SAM.GOV" logo, one around the "Exclusion Search Results" heading and the "Filter By:" section, and one around the timestamp at the bottom left.

Filter By:	
Status	Excluded Individual
Active	John Doe, Jane Doe,

Oct 07, 2025 06:28:49 PM GMT



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To investigate potential matches:

- If the information displayed disproves the match, note “false match”
- Save this documentation for a minimum of ten (10) years

Betty Channel Jones ● Active			Exclusion
Unique Entity ID (blank)	CAGE Code (blank)	Physical Address Plaquemine, LA 70764 USA	Classification Individual Activation Date Apr 15, 1996 Termination Date Indefinite
False match			

- If the information displayed does not disprove the match, click on the name
- If the information displayed on the screen disproves the match, note “false match”
- Save this documentation for a minimum of ten (10) years

Exclusion	Follow Download
Exclusion Details Identification Information Cross Reference Locations	i This page contains the exclusion details for the record matching your search criteria. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why this entity was excluded and what effect this exclusion has on your decision. To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information. Agency users with an exclusion management role may update an exclusion record to deactivate it. From the Edit Exclusion Record options, select Update, then set the Termination Date on the Exclusion Details page. Once an exclusion is inactive, it cannot be modified. Hide Details
False match	



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-
- If the information displayed does not disprove the match, enter the party's address
 - If there is "NO MATCH", save this documentation for a minimum of 10 years.

Verify Address

If you have a street address that may be for this individual, enter it below to see if it is an exact match to either a primary or alternate address.

 No Match

Reset

Verify

- If there is a match, immediately remove the party from direct or indirect business with your IPA or Practice and notify CPN's Compliance officer at sgreiner@choicemg.com
- Save documentation of this action for a minimum of ten (10) years.

For assistance determining if your employee or subcontractor matches with an excluded party, please contact CPN's Compliance Officer at sgreiner@choicemg.com.