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Court Searches

County Criminal Records (onsite) Search

Service: A search for criminal convictions at the appropriate county courts. Records are available in each county throughout the United States.

Information Source: county court search

Scope of records Searched:* AccuSource performs a 10-year records search for misdemeanor convictions. Felony convictions are reported as far back as state guidelines permit and/or are available from the courts and are legal to report. Reveals felony (i.e. murder, rape, lewd acts/sexual abuse on a child, robbery etc.) and related misdemeanor convictions (i.e. spousal abuse, DUI, shoplifting, petty theft, possession of a controlled substance etc.). Completed reports can include: case numbers, offense and disposition dates, charge, and type of charge, disposition and sentence. In addition to convictions, open cases (as state guidelines permit) as well as **active warrants will be reported.

Methodology: Courts are searched directly at the source in person, via court Internet websites or direct connection into the court index.

Access Fees: Twenty-five percent of courts nationwide have a fee to access court records. These fees are not included in AccuSource pricing and will be passed through to client at no additional mark-up.

Federal Criminal Records Search

Service: A search for criminal convictions at the appropriate federal district court. Records are available in all federal district throughout the United States.

Information Source: federal court records

**Scope of records Searched:* Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as state guidelines permit and/or are available from the districts. Records identify criminal activity prosecuted through the federal court system and include violations of the Constitution or federal law (i.e. bank robbery, embezzlement, tax evasion, mail fraud and other federal statute violations)

Methodology: The districts are searched directly through federal court records.

County Civil Records Search

Service: A search of civil superior records in the appropriate county jurisdictions. Records are available in each county throughout the United States.

Information Source: county court search

**Scope of records Searched:* Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as state guidelines permit and/or are available from the courts. Records can reveal suits involving personal or property rights, auto or personal accidents, Landlord-Tenant disputes, liability, disputed contracts and probate.

Methodology: Courts are searched directly at the source in person, court Internet websites or direct connection into the court index.

Federal Civil Records Search

Service: A search for civil lawsuits at the appropriate federal district court.

Information Source: federal court index

**Scope of records Searched:* Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as state guidelines permit and/or are available from the district. Records can reveal cases related to interstate commerce, violations of civil rights, issues involving the federal government or federal statutes, financial institutions, etc.

Methodology: The districts are searched through a connection to the federal court index.

Federal Bankruptcy Search

Service: A search by Social Security number for all types of filed bankruptcies

Information Source: federal court bankruptcy records

Scope of records Searched: Records cover a ten-year period. Information for bankruptcies can include: Subject address, filing number and date, court location, attorney, amount and type of bankruptcy.

Methodology: Information is obtained directly from the Federal Court Bankruptcy records.

Statewide Repository Criminal Records Search

Service: A search for criminal convictions through the appropriate state repository.

Information Source: state repository

**Scope of records Searched:* Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as state guidelines permit and/or are available from the repository.

Methodology: Records obtained directly from available state repositories.

Disclaimer: Not all state repositories are available to the public. Not all courts update their information in the state repository, creating outdated or missing information.

Access Fees: Each state has a separate fee to access records. These fees are not included in AccuSource pricing and will be passed through to client at no additional mark-up.

***Common names can cause delay in verifying criminal activity. Files have to be pulled so identifiers, such as date of birth, middle name and driver's license number, can be checked. Typographical, data entry and/or court filing errors can cause accuracy issues. Also, running a partial or "nickname" (i.e. running Bob instead of Robert) can create accuracy issues. It is recommended that all names, including alias and maiden names be run at all jurisdictions for a seven year period. This will maximize the search results and accuracy.**

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Searches are processed by first and last name of the applicant and then DOB (middle name, SSN, etc. are only used as additional identifiers.) Running a partial or “nickname” (i.e. running Bob instead of Robert) can create accuracy issues. It is recommended that all **legal** names, including alias and maiden names be run at all jurisdictions for a **seven year period**. This will maximize the search results and accuracy. General rule is to process names as they appear on the applicant’s driver’s license and/or legal documents as this is typically how criminal records are recorded.

Database Searches

Global Homeland Security Search

Service: A search of a database compiled from lists provided by U.S. and various international governmental agencies of individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice.

Information Source: database

Scope of records Searched: Records identify individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice. Information may include citizenship, employment or group membership or affiliation.

Methodology: A database compiled from lists provided by U.S. and various international governmental agencies. Refer to document “Global Homeland Security Watch List” for specific coverage, limitations, and sources.

Please contact AccuSource for “Global Homeland Security Watch List document.

Multi-State/National Criminal Database Search

Service: A search for criminal information and state department of corrections records within a database file of over 500 million records.

Information Source: database

**Scope of records Searched:* Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as state guidelines permit and/or are available from the courts. Reveals felony (i.e. murder, rape lewd acts/sexual abuse on a child, robbery etc.) and related misdemeanor convictions (i.e. spousal abuse, DUI, shoplifting, petty theft, possession of a controlled substance etc.). Completed reports can include: case numbers, offense and disposition dates, charge, and type of charge, disposition, and sentence.

Methodology: This search is done through multi-state databases maintained by many different sources. Information will vary.

Disclaimer: It is important to note that multi-state criminal searches do not include all criminal records

nationally and that while most states records are updated on a monthly basis, information is not always updated regularly. It is recommended that if a multi-state criminal search is run, it should be done in conjunction with Onsite County Criminal Records Searches.

Verification of data per FCRA compliance: All “hits” on the database must be verified at the actual court of jurisdiction. Verification fees will be applied in addition to any AccuSource pricing. Applicable court access fees are not included in AccuSource pricing and will be passed through at no additional mark-up.

Multi-State/National Criminal Database Search (includes National Sex Offender, OFAC and Terrorist Watch)

Service: With one search, you can comb more than 525 million criminal records from counties, department of corrections (DOC), administrative office of courts (AOC), and offender registries from all 50 states, plus Washington DC, Guam, and Puerto Rico. Also included are national and international terrorism sources and more than 10 million photos.

Information Source: database

Scope of records Searched: Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as state guidelines permit and/or are available from the courts. Reveals felony (i.e. murder, rape lewd acts/sexual abuse on a child, robbery etc.) and related misdemeanor convictions (i.e. spousal abuse, DUI, shoplifting, petty theft, possession of a controlled substance etc.). Completed reports can include: case numbers, offense and disposition dates, charge, and type of charge, disposition, and sentence.

Methodology: This search is done through multi-state databases maintained by many different sources. Information will vary.

Disclaimer: It is important to note that multi-state criminal searches do not include all criminal records nationally and that while most states records are updated on a monthly basis, information is not always updated regularly. It is recommended that if a multi-state criminal search is run, it should be done in conjunction with Onsite County Criminal Records Searches.

Verification of data per FCRA compliance: All “hits” on the database must be verified at the actual court of jurisdiction. Verification fees will be applied in addition to any AccuSource pricing. Applicable court access fees are not included in AccuSource pricing and will be passed through at no additional mark-up.

Sexual Offender Search

Service: A search for sexual offenders.

Information Source: Nationwide/State registry

Scope of records Searched: Information provided varies by state, it can include: type of offenses, known aliases, date of birth, addresses, and whether or not registrants are in violation of registration requirements.

Methodology: Government registries are searched by name and are available nationally, statewide or local levels.

Disclaimer: Not all states have a registry and not all sex offenders are required to register depending upon the level of offense or if the information is public record.

WARNING: Use of this information should be used with caution. The employer bears the responsibility of the laws as stated under the Fair Credit Reporting Act. These factors include, the nature and gravity of the conviction and its bearing, if any, on specific responsibilities of the job sought, the time that elapsed since the conviction, the age of the applicant when the offense was committed, and any evidence of rehabilitation. Please seek advice from your legal counsel should you have concerns utilizing this information.

*Typographical, data entry and/or court filing errors can cause accuracy issues. Also, running a partial or “nickname” (i.e. running Bob instead of Robert) can create accuracy issues. If “hits” are found on the Multi-State National Criminal Database, the law requires information to be verified directly through the court of records. Additional cost can apply.

Searches are processed by first and last name of the applicant and then DOB (middle name, SSN, etc. are only used as additional identifiers.) Running a partial or “nickname” (i.e. running Bob instead of Robert) can create accuracy issues. It is recommended that all **legal** names, including alias and maiden names be run at all jurisdictions for a **seven year period**. This will maximize the search results and accuracy. General rule is to process names as they appear on the applicant’s driver’s license and/or legal documents as this is typically how criminal records are recorded.

Verification Services

Education Verification

Service: Verifies a person’s educational history which can help eliminate falsified or overstated credentials.

Information Source: Direct contact with the institution’s Office of the Registrar or through online/automated verification systems.

Information Verified: Information can include: type of degree, attendance, date of graduation, major studies, GPA and degree earned.

Methodology: The processor generally makes 3 attempts* to obtain the verification. Depending on

client preferences, if the institution is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. *An attempt constitutes any time the CRA tries to contact an institution via telephone, fax, electronic mail or mail in an effort to complete an employment or education verification.

Disclaimer: This verification can be delayed if institutions do not promptly return calls or if verifications are processed by mail only. The accuracy of the verification can be affected if the applicant attended school under a different name than stated on the application or if the applicant has recently graduated and the institution has not yet updated their records.

Third Party Verifiers: Many higher education institutions outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSource pricing and will be passed through to client.

Employment Verification

Service: Verifies a person's past and/or present work experience (including military verification) which can let employers know if the applicant is being honest about length of employment.

Information Source: Direct contact with the employer's Human Resources Department or through online/automated verification systems.

Information Verified: Information can include dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general work duties.

Methodology: The processor generally makes 3 attempts* to obtain the verification. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. *An attempt constitutes any time the CRA tries to contact an institution via telephone, fax, electronic mail or mail in an effort to complete an employment or education verification.

Disclaimer: This verification can be delayed if employers do not promptly return calls or if verifications are only done by mail. In some cases only limited information can be verified based on employer's policies.

Third Party Verifiers: Many mid to large scale employers outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSource pricing and will be passed through to client.

License/Certification Verification

Service: Verifies status of professional license or certification and is a necessary search for those hiring doctors, nurses, security guards, insurance agents and many other license required professions.

Information Source: Issuing Institution/Organization

Information Verified: Information can include: type, status, expiration and limitations.

Methodology: Verifications Specialist searches appropriate institutions/organizations.

Disclaimer: This verification can be delayed if institutions do not promptly return calls or if verifications are only done by mail. The accuracy of the verification can be affected if the applicant was certified or licensed under a different name than stated on the application.

Military Records

Service: Verifies status of active and reserve military personnel.

Information Source: U.S. Department of Defense and/or appropriate duty station.

Information Verified: Information can include: active duty start date and end date.

Methodology: Verifications Specialist contacts Department of Defense and/appropriate duty station by phone or U.S. mail.

Disclaimer: This verification can be delayed if institution does not have enlistment dates or if verifications are only able to be conducted by mail, which may take up to 120 business days.

Personal References

Service: Questioning an applicant’s personal references.

Information Source: applicant-provided reference

Information Verified: Can verify applicant’s reliability, criminal past, alcohol or drug abuse and character. Defines image of applicant by those who really know him/her.

Methodology: Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if the reference is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

Disclaimer: This verification can be delayed if references do not promptly return calls/emails.

Professional References

Service: Questioning an applicant’s professional references. Professional references are more credible than personal references.

Information Source: applicant-provided reference

Information Verified: Can verify applicant’s reliability, criminal past, alcohol or drug abuse and character, work habits and work performance.

Methodology: Processors contact references by phone interview and ask a series of up to 10 client

requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if reference is non-responsive or processor is unable to obtain accurate contact information, processor will reach out to applicant or client to get additional information or instructions from client on how to proceed with the reference verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

Disclaimer: This verification can be delayed if references do not promptly return calls.

Driver Services

Motor Vehicle Record

Service: A search of the state Bureau of Motor Vehicle records for driver information

Information Source: appropriate state Bureau of Motor Vehicle records

Scope of records Searched: Information can include license status, license class, issue date, expiration date, violations, suspensions, licensee address, date of birth and physical description.

Disclaimer: These records vary by state, providing different information. The MVR record is the best source for verifying an applicant's DOB. The number of years shown on driving reports varies by state, so criminal traffic offenses may not always appear on the MVR report; only the suspension/cancellation will show. The MVR report can be affected if the license number provided by the applicant is an ID card number or if it is not formatted correctly for the provided state.

Additional fees: Fees to access records vary by state and are not included in AccuSource pricing. Fees will be passed through to client at no additional mark-up.

Please note, certain states require specific applicant release forms.

Commercial Driver's License Information System (CDLIS)

Service: Allows account holders to comply with FMCSA requirements by searching within the Commercial Driver's License Information System for any prior licenses, current CDL and up to three prior licenses held by applicant.

Information Source: Commercial Driver's License Information System

Information Verified: Provides client with Present Jurisdictional State and Driver's License Number, Name, DOB, Social Security Number Match, Up to Three Previously held CDL Numbers and AKA Information.

Notes: Mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdictions, and assists jurisdictions in meeting the goals of the basic tenet "that each driver, nationwide, have only one driver license and one record" through the cooperative exchange of commercial driver information between jurisdictions.

DOT Drug and Alcohol History Verification

Service: Verifies Department of Transportation (DOT) regulated drug and alcohol testing records

Source: applicant's applicable previous/present employers

Information Verified: Information can include alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, and documentation, if available, of completion of the return-to-duty process following violations.

Disclaimer: Employers are only required to maintain DOT records on former employees for a period of two years (or three years for FMCSA covered employees). Employers have up to 30 days to respond to requests for DOT records.

DOT Safety Verification

Service: Verifies Department of Transportation (DOT) regulated driver safety records

Information Source: All applicant's applicable previous/present employers

Information Verified: Information can include driver vehicle type, reason for leaving, and safety performance history to include date, location, number of injuries, number of fatalities and/or Hazmat spill on any incidents.

Disclaimer: Employers are only required to maintain DOT records on former employees for a period of two years (or three years for FMCSA covered employees). Employers have up to 30 days to respond to requests for DOT records.

DOT PSP Crash and Inspection Record

Service: The Pre-Employment Screening Program (PSP) is a service that allows account holders and individual drivers to purchase driving records from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). The program allows motor carriers to make more informed hiring decisions by providing electronic access to a driver's crash and inspection history.

Information Source: Management Information System (MCMIS)

Information Verified:

1 - Five (5) years of crash and violation data found by the FMCSA MCMIS system: DOT Number, Number & Date of Crashes, Number of Injuries, Number of Fatalities, Carrier Name

2 - Inspection Activity 3 year history from MCMIS: Driver Inspections, Driver Out-of-Service Inspections and Service Rate, Hazmat Inspections, Hazmat Out-of-Service Inspections and Service Rate, Vehicle Out-of-Service Inspections and Service Rate, Inspection Details, Violation Summary

Additional Services

Credit History

Service: A search of the credit bureau files to provide a profile of the applicant's financial history.

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Information Source: TransUnion

Information Verified: Search can show additional addresses and names and consumer credit activity covering a seven year period detailing overdue or slow accounts, charge offs, collections, suits, tax liens, public records, judgments and bankruptcies.

Disclaimer: This is heavily restricted search requiring authorization. Young applicants and individuals new to the country, might not have developed a credit history yet. Typographical and /or transposition of numbers at the time a Social Security Number is used by a creditor to initiate a credit inquiry can create errors in the data. Applicants must be given information on how to contact the credit repository to request changes if errors are found in the report. Material is available through the AccuSource online system for learning how to read credit reports.

Media Search

Service: A search of over 10,000 compiled periodical and news sources using the full applicant name

Source: periodical and news sources

Information Verified: Results are tailored by individual client requirements and generally include the name, date, and source of articles in which the applicant is reasonably concluded to be the subject or author. Number or years searched are determined by client and full articles are reported.

Social Security Number Trace & Validation

Service: A search of credit headers and other database sources to provide history of the applicant's names and addresses as they originate from credit headers. This also validates the number's authenticity, as well as year and place of issuance. It is used as a criterion in checking criminal history.

Source: credit headers and other database sources

Information Verified: Search may provide last known addresses and aliases, possible date of birth, year and state of Social Security number issuance, covering a seven-year period.

Methodology: Address history, uncovered through this trace, can be used to identify counties of history in order to perform County Criminal Records (onsite) Searches for all counties of history.

Disclaimer: Young applicants and individuals new to country, who might not have developed a credit history yet, might not have a SSN history. Typographical and /or transposition of numbers at the time a Social Security Number is used by a creditor to initiate a credit inquiry can create errors in the data. Interpretation of data is critical; although the search can uncover evidence of identity theft, fraud must not be assumed without further investigation such as validation directly through the Social Security Administration.

****An employer should never make a direct hiring decision based upon the information contained in the Social Security Trace; however, the information in a trace report can be the basis for further research of an applicant.**

Workers' Compensation Report

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Service: A search of State Bureau of Workers' Compensation records for claims made by the applicant. Indicates the nature of current and past claims.

Scope & Source: A seven year search of appropriate State Bureau of Workers' Compensation records

Information Verified: Name of claimant, Social Security number, date of birth, nature and injury data, date and filing number, applicant's employer at the time of injury, disposition of claim and monetary information.

Disclaimer: Not all states provide workers' compensation report information. Searches can be delayed; some states only do verifications by mail. ***This is a post offer search only.**

International Services

International Criminal Court or Police Records

Information Source: A search for criminal convictions at the appropriate local or national level. Records are available in countries and territories where data is available and can be legally obtained.

Source Type: local or national, varies by country

Scope of records Searched: Standard throughout the industry is a 7-year records search, however AccuSource reports records as far back as county guidelines permit and/or are available from the jurisdiction. Records vary by country but may include type of charge, trial date and/or offense date, file date, case number, dates of conviction, sentence, and dispositions.

Search Methodology: Courts are searched directly at the source in person, court Internet websites or direct connection into the court index.

Disclaimer: Additional information or releases may be required based on the country of inquiry. Criminal records, internationally, are much different than the U.S. Each county has a fee per name/per jurisdiction searched. Because other countries do not have a method to obtain an address history (a SSN Trace for the US) it must be obtained from the applicant.

International Education Verifications

Service: Verifies a person's educational history which can help eliminate falsified or overstated credentials.

Source: Direct contact with the institution's Office of the Registrar or through online/automated verification systems.

Information Verified: Information can include: type of degree, attendance, date of graduation, major studies, GPA and degree earned.

Methodology: AccuSource requests a copy of the applicant's transcript or degree. Verification of international education is lengthier than domestic verifications. Depending on client preferences, if the institution is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification.

Disclaimer: This verification can be delayed if institutions are hard to locate, if they do not promptly return calls or if verifications are processed by mail only. The accuracy of the verification can be affected if the applicant attended under a different name than stated on the application or if the applicant has recently graduated and the institution has not yet updated their records.

Third Party Verifiers: Many higher education institutions outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSource pricing and will be passed through to client.

International Employment Verifications

Service: Verifies a person’s past and/or present work experience which can let employers know if applicant is being honest about length of employment.

Source: Direct contact with the employer’s Human Resources Department or through online/automated verification systems. Processors utilize email and appropriate translation devices to communicate internationally.

Information Verified: Information can include dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general workduties.

Methodology: Verification of international employment is lengthier than domestic verifications. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification.

Disclaimer: This verification can be delayed if employers do not promptly return calls or if verifications are only done by mail. In some cases only limited information can be verified based on employer’s policies.

Third Party Verifiers: Many mid to large scale employers outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSource pricing and will be passed through to client.

International Reference Checks

Service: Questioning an applicant’s professional references. Professional references are more credible than personal references.

Source: applicant-provided reference

Information Verified: Can verify applicant’s reliability, criminal past, alcohol or drug abuse and character, work habits and work performance.

Methodology: Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

Disclaimer: This verification can be delayed if references do not promptly return calls/emails.

Healthcare Industry Searches

Health Care Integrity and Protection Data Bank Check (HIPDB) & National

Practitioner Data Bank Check

Service: A search of the HIPDB national data collection for health care practitioners, providers and suppliers that have had adverse actions taken against them.

Information Source: HIPDB national data collection

Information Verified: Information can include Federal and State civil judgments, Federal and State criminal judgments, injunctions, licensing actions and exclusions.

Disclaimer: The HIPDB is intended to be used as an alert system only. Any information found should be reviewed more comprehensively and verified. The data is updated regularly, but there can be discrepancies if searches are done before information has been updated.

Office of Inspector General's (OIG)/General Services Administration (GSA) Exclusion List Check

Service: A search of the OIG exclusion list for individuals/entities that currently cannot participate in federally-funded health care programs.

Information Source: The exclusion list is searched directly through the HHS Office of the Inspector General.

Information Verified: Reasons for individuals to be included on the exclusion list can include convictions for program-related fraud and patient abuse, licensing board actions and default on Health Education Assistance Loans.

Disclaimer: The exclusion list is updated on approximately the 10th of every month, so there may be discrepancy in individuals named that are awaiting re-instatement.

- **OIG/GSA Level 1M** – conducts a search of all federal level data (all that is contained in a FACIS Level 1 – the baseline search for exclusions screening as outlined by DHHS – OIG Guidance to the State Medicaid Directors and under the Patient Protection and Affordable Care Act (PPACA) of 2010. Searches are performed against OIG, SAM, FDA and many other federal agency sources of information) and all state level FHEP related data. This includes information such as state offices of the Medicaid Inspector General or equivalent (33 states), state's Attorneys General, the Medicaid task force ("HEAT") content and any state level contractor or procurement debarment data. **A FACIS Level 1M search is now considered the minimal "best practice" due to recent changes in the federal guidelines and under some states regulatory schemes.**
- **OIG/GSA Level 3** – conducts a search of all federal level data (all that is contained in a FACIS Level 1 – the baseline search for exclusions screening as outlined by DHHS – OIG Guidance to the State Medicaid Directors and under the Patient Protection and Affordable Care Act (PPACA) of 2010. Searches are performed against OIG, SAM, FDA and many other federal agency sources of information), all state level FHEP related data (all that is contained in FACIS Level 1M) and all state disciplinary findings from every publishing jurisdictions in the United States from all publishing disciplinary and licensing boards for all published professions within those jurisdictions. **This is the most comprehensive search available in the United States and is**

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considered the “Gold Standard” for sanction screening. Over 2,000 sources.

- **OIG/GSA Level 1M Monthly Monitoring** – conducts a Batch Upload with initial search of FACIS Level 3 of each person. The person is then setup for monthly monitoring on FACIS Level 1M (Every month the person will be automatically run through FACIS Level 1M looking for any new hits since the last search). Verifications are included for any hits found on the person.
- **OIG/GSA Level 3 Monthly Monitoring** – conducts a Batch Upload with initial search of FACIS Level 3 of each person. The person is then setup for monthly monitoring on FACIS Level 3 (Every month the person will be automatically run through FACIS Level 3 looking for any new hits since the last search). Verifications are included for any hits found on the person.

Nurse Aide Registry Check

Service: Verification of registration in good standing and eligibility for enrollment (or re-enrollment) of nurse aide.

Information Source: state nurse aide registry

Information Verified: Information varies by state but can include name, aliases, and location of registration, status, any restrictions, and records of abuse, neglect or misappropriation.

Methodology: Searches done by name, SSN, or license number depending on state.

Disclaimer: Not all states have a nurse aide registry. Some states verify information by mail only, which can cause a delay. Not all states update their registries regularly causing possible discrepancies in information.

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19 Employment Eligibility Verification (e-Verify)

Service: Form I-9 Compliance provides the newest, most efficient methods of responding to the federal Immigration Reform and Control Act and enables employers to easily confirm the legal right to work status of newly hired employees. The Immigration Reform and Control Act legally mandate that U.S. employers' verify the employment eligibility status of newly hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers.

Information Source: e-Verify

Information Verified: employment eligibility status

19 Employment Electronic Form

Service: An electronic management of I-9 forms moves a traditionally paper-based process to a secure and efficient electronic solution.

Methodology: This service provides notifications to facilitate completion of I-9 forms and alert the employer of I-9 maintenance needs. Key product features include error-detection, email alerts pertaining to expired work documents and click-to-sign e-signature.

Drug Testing

Urine Drug Testing

eCup

- Instrumented rapid 5-panel test (Marijuana, PCP, Opiates, Amphetamines, Cocaine)
- Turnaround time is approximately 15 minutes for confirmed negative results and 24-72 hours if further lab testing is required (*cannot be expedited*)
- Requires donor to present with ePassport only

Non-DOT Lab-Based

- *Not* regulated by the Department of Transportation
- Various panels available
- Clinic collects the specimen and sends it to the lab for testing
- Turnaround time is approximately 24-72 hours (*cannot be expedited*)
- Lab confirmed positive tests will report to the MRO for medical review (refer to below information for eMRO processes)
- Can be electronically scheduled

DOT Lab-Based

- Regulated by the Department of Transportation
- DOT Panel (5 panel + MDMA + 6AM) ONLY
- Requires a federal chain of custody

- Clinic collects the specimen and sends it to the lab for testing
- Turnaround time is approximately 24-72 hours (cannot be expedited)
- Lab confirmed positive tests will report to the MRO for medical review (refer to page for eMRO processes)
- MRO copy of chain of custody must be attached to the result prior to releasing.
- *NOTE: Ultimately it is the employer's responsibility to learn and comply with the DOT guidelines that pertain to them.*

eScreen Process for Obtaining MRO Copy of Federal Chain of Custody Forms

1. *Clinics are instructed to fax the MRO copy to eScreen within 24 hours of the collection*
2. *If not received after 24 hours of the collection, three automated fax reminders are sent to the clinic; one every 48 hours*
3. *If not received after 48 hours of the collection, the eScreen Resource and Recovery Team will also make three requests by phone.*
4. *If the chain of custody form has not been received within 30 days of the collection date and the above attempts to obtain it have been unsuccessful, then the result will be released as Cancelled No CCF per DOT regulations.*

Breath Alcohol Testing

- Breath alcohol tests (BAT) are completed using a breathalyzer. Once complete, the clinic is instructed to fax the breath alcohol form to eScreen within 24 hours.

Hair Test

- An alternative to a urine collection. Used if your policy requires it, unique circumstance with donor, unable to provide urine specimen, etc.
- Lab-based, not instant
- Turnaround time for hair is usually 1-3 business days once received at the lab (similar to urine).

Saliva Test

- An alternative to a urine collection. Used if your policy requires it, unique circumstance with donor, unable to provide urine specimen, etc.
- The donor must bring a paper chain of custody form and oral/saliva kit to the collection site for every collection (these are provided by eScreen, and *kits are chargeable*)
- Lab-based or instant (depending on panel)
- Turnaround time for oral/saliva is usually 1-3 business days once received at the lab (similar to urine).

eMRO

For clients using eScreen's contracted MRO, all confirmed positive lab results will report to eMRO prior to reporting to the employer. The MRO will make three attempts in 72 business hours to contact the donor to discuss the positive result. Each interview is conducted using the MRO module of eScreen's

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web based screening software, eScreen123. This ensures a consistent review process across all results.

During the interview, the MRO will question the donor to determine if there is a legitimate medical explanation for the test results. Any prescription information provided by the donor will be confirmed with the originating pharmacy. In accordance with the interview findings and relevant prescription information, the MRO will make a final determination of the result. Once the result has a verified disposition, it will be reported to the employer. If the MRO is not able to reach the donor then the result will be held open for an additional 72 business hours to allow the donor to call back. If an interview has not been conducted after that timeframe then the result will be released as positive-UTCD (unable to contact donor).

Onsites

- Lab-based collections performed at a place of work
- Complete the Onsite Event Request Form provided by your account management team
- Three business days advance noticed is required or a rush fee will apply