

## Obtaining OIG Exclusion Documentation

## Overview

On a monthly basis, NEMT Providers are required to submit an *OIG Exclusion Verification* to WellTrans for both its entity and the entity's NEMT drivers. This procedure outlines how to search, save, and submit an *OIG Exclusion Verification* document to WellTrans.

## Procedure

1. Access the Office of Inspector General (OIG) web site: <u>https://exclusions.oig.hhs.gov/</u>



- 2. Under the Search the Exclusions Database section, search for either:
  - An Individual
  - Multiple Individuals
  - A Single Entity

**Note:** Select your option by clicking the appropriate link (the default selection is for an individual). Regardless which option is chosen, the process is the same.

Search the Exclusions Database 🤒					
Do not use your browser's back button while navigating through the LEIE search. Instead, use the built-in navigation features as indicated below:					
Search For An Individual 🤗	Related Content				
Last Name (and/or) First Name	Databases Monthly Supplement Archive				
Search Clear	<ul><li>Waivers</li><li>Quick Tips</li></ul>				

- 3. Complete the fields listed below based off the search type selected above, then click Search.
  - Last Name and/or First Name: Enter the driver's first and/or last name.
    - Entity Name: Enter the name of your business.
- 4. If the search did not present any results, proceed to the next step. Otherwise, complete the following steps:



- A. Click the *Verify* link under the SSN/EIN column for each result listed and review the information to determine if there's a possible match.
   HINT: The most common indicator of a possible match for individuals is the DOB. If the birth date matches that of your driver, then it's a possible match.
- B. If there are no possible matches in the search results, proceed to the next step. Otherwise, complete the following steps:
  - i. With the possible match information displayed, enter the driver's SSN (or EIN if verifying an entity) in the text field at the bottom of the screen, then click **Verify**.
  - ii. If a red **NO MATCH** text appears, proceed to the next step. If it shows a match, then you know that driver can't be a NEMT driver for WellTrans.

	FRIENDELFRIN, FN 18140-0000			
Excl. Type	1128(b)(14)- DEFAULT ON HEALTH EDUCATION LOAN OR SCHOLARSHIP OBLIGATION			
Excl. Date	04/20/2003			
Waiver				
Verification conducted 5/12/2022 11:31:24 AM				
To verify if you have	a match, please enter a Social Security Number (SSN) or Employer Identification Number (EIN) without dashes (123456789).			
	IO MATCH			
888551144	Verify 🏈			

- 5. Press **[ctrl] + P** on the keyboard to open the *Print* window.
- Click the Destination drop-down arrow and select Save as PDF, then click Save to save the document to the location of your choice.
   Note: Select See More... to view alternative methods of saving/printing the document (e.g.,

OneNote, Fax, printer selection, etc.). If a printing method is selected, a **Print** button will appear.

	Print		1 page
maslar at webmaslar@oig.bha.gov.	Destination	Save as PDF	0 series
	Pages	Save as PDF See more	
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7. Email a copy of the document to your Provider Relations Specialist.

