# 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: https://exclusions.oig.hhs.gov/



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.
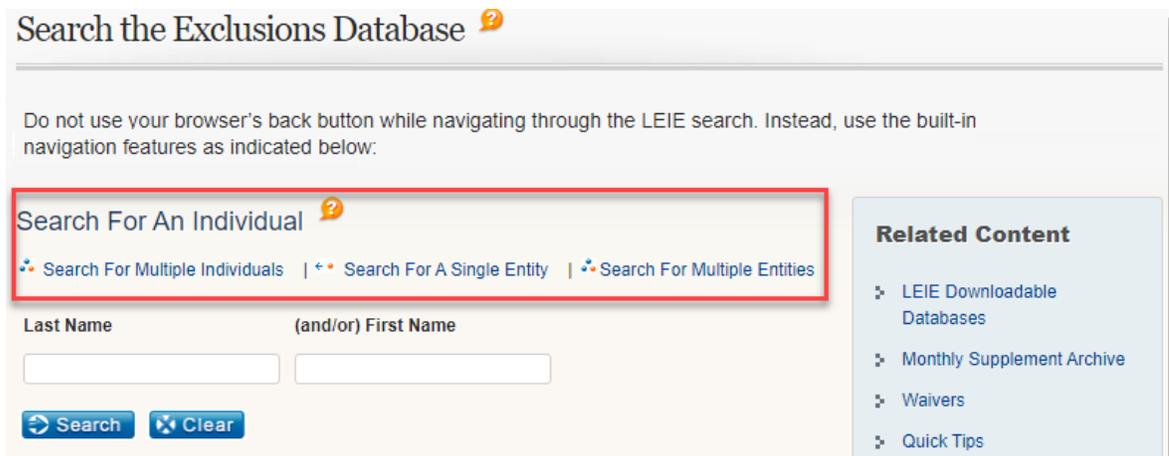


3. Complete the fields listed below based off the search type selected above, then click **Search**.
   - **Last Name** and/or **First Name**: Enter the driver's first and/or last name.
   - **Entity Name**: Enter the name of your business.
4. If the search did not present any results, proceed to the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

A. Click the *Verify* link under the **SSN/EIN** column <u>for each result listed</u> 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.



5. Press **[ctrl] + P** on the keyboard to open the *Print* window.

6. 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.
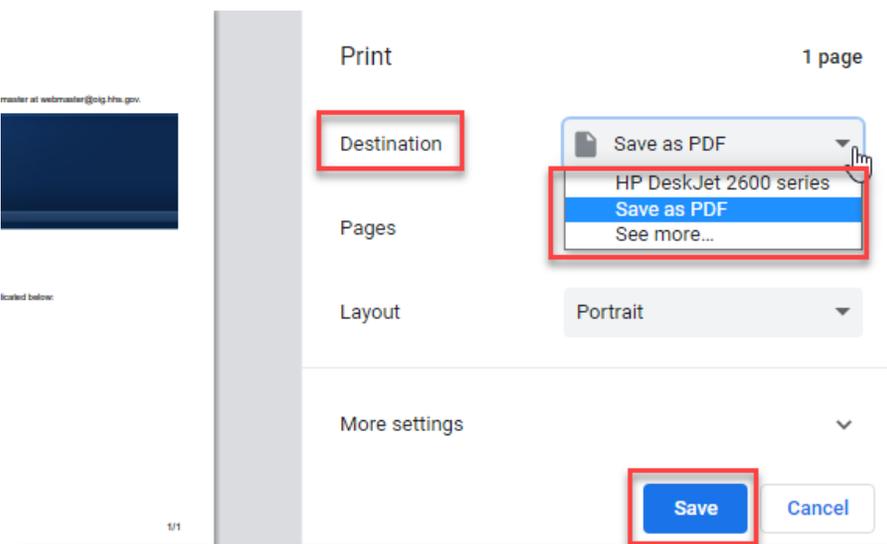


7. Email a copy of the document to your Provider Relations Specialist.