Federal funds shall not be used to pay for services, equipment or drugs prescribed or provided by a provider, supplier, employee or First Tier, Downstream or Related Entity excluded by the General Services Administration or Department of Health and Human Services Office of the Inspector General.

As a First Tier, Downstream or Related Entity (FDR) of Health First Health Plans, your organization must conduct exclusion screening of your organization’s employees, temporary employees, volunteers, consultants, governing body members, contractors and downstream entities.

Exclusion screening is performed by reviewing two lists:
- the Office of the Inspector General (OIG)’s List of Excluded Individuals and Entities (LEIE) and
- the General Services Administration (GSA)’s System for Award Management (SAM).

Exclusion screening should be conducted:
- prior to the hiring or contracting and
- monthly thereafter.
  - Monthly screening is essential to prevent inappropriate payment to providers, pharmacies, and other entities that have been added to exclusions lists since the last time the list was checked.

**SAM – System for Award Management [sam.gov]**

The General Services Administration administers SAM. SAM list includes non-health care contractors.
- Visit [sam.gov](http://sam.gov).
- Do not register. Do not create a User Account.
- Click on “Search Records” located in the top menu bar or the icon on the lower right.
A new screen appears titled Search Records.

- On the right, click on: “ADVANCED SEARCH – EXCLUSION”

There will be a pop-up with Exclusion Search Tips, read them and click “Continue.”

A new screen appears titled Advanced Search - Exclusion.

- Choose your search method.
- If you want to search for exclusion records within a certain date range, use the Single Search approach.
- This is what appears when you click “Multiple Names.”
  - Type each name and click “SEARCH.”

- This is what appears when you click “SSN/TIN Search.”
  - If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned.

- If an exclusion record is found, it will display in a box marked “Exclusion” in purple:
  - Check the status in the top-right corner of the box. If the status indicates “Active,” there is an active exclusion for that entity.

- Always make sure you read the exclusion record carefully. Names can be similar.
- If you have any doubt whether the exclusion record returned is the party for which you were searching, contact the Excluding Agency which created the exclusion record. There is a link to the Agency Exclusion POC in the record details.
- For more information, visit [sam.gov/sam/transcript/Public_-_Identifying_Excluded_Entities.pdf](http://sam.gov/sam/transcript/Public_-_Identifying_Excluded_Entities.pdf)
U.S. Department of Health and Human Services - Office of the Inspector General (OIG)’s List of Excluded Individuals/Entities (LEIE) includes all health care providers and suppliers that are excluded from participation in federal health care programs, including those health care providers and suppliers that might also be on the SAM list.

- Visit [exclusions.oig.hhs.gov](http://exclusions.oig.hhs.gov).

- If checking only a few names, use the Online Searchable Database to search up to five names at once.

- If checking many names, consider downloading the Downloadable Database into a spreadsheet or database program. This will enable the user to use that program's search functions to crosscheck the names against the thousands of names on the LEIE. Verify the correct spelling of any names before starting a search.

- Always remember to take the final step of identity verification using the Social Security Number (SSN) for an individual or Employer Identification Number (EIN) for an entity. It is not sufficient to simply find a matching name on the LEIE.

- For more information, visit [exclusions.oig.hhs.gov](http://exclusions.oig.hhs.gov), scroll down and click on:
  - “Read More” under LEIE Quick Tips.
  - “Read More” under Frequently Asked Questions.