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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Office of Inspector General (OIG) Exclusion Checks**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To avoid unnecessary loss of revenue due to employing individuals on the Office of Inspector General (OIG) Exclusion list or having a business relationship with another entity on the exclusion list due to patient safety or fraud.

**Procedure:**

On a monthly basis, a designated person should visit the OIG website at <https://exclusions.oig.hhs.gov/> to search individuals and businesses. Based on your complete company roster, each name should be entered and a printout of the results retained from each search. Negative search results require no additional action. Store these searches in a paper or electronic file.

Positive results will require action on your part to determine if the employee was part of any transports for which reimbursement was sought from CMS. If the employee was a part of one or more transports, your ESO should take steps to self-report to CMS and determine if any funds should be returned.

The same process should be completed for each business that may have a relationship to any of your ESOs transports. Examples could include subcontracting of transports, subcontracting of personnel, joint billing relationships, dispatch services, medical direction, suppliers and equipment.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**