



Corporate Procedure

Subject:	Credentialing: Sanction Checks		
Procedure No:	5001.040	Created Date:	2/20/2014
Authorized By:	Director, Quality Operations	Review Date:	5/10/2019
Department:	Quality Operations	Effective Date:	7/8/2019

PURPOSE: To maintain oversight and ensure compliance of transportation providers, their owners/officers, person with controlling interest, drivers, and attendants/aides, etc. by screening a third-party database for potential prohibitive sanctions listed by, but may not be limited to the following entities:

- System for Award Management (SAM)
- Office of Inspector General (OIG)
- U.S. Treasury and Blocked Persons & Office of Foreign Assets Control (OFAC)
- Office of Personnel Management (OPM)

Per the Centers for Medicare & Medicaid Services (CMS) Managed Care Manual Chapter 21, sanction checks are required every 30 days (or more often if required by MTM) for approval of transportation providers and personnel prior to providing transportation services. The transportation provider and personnel are monitored through the Sanction Check Website (www.sanctioncheck.com)

POLICY: Policy 5001 Credentialing Overview

RESPONSIBILITY:

1. Sanction checks will be performed for each transportation provider, owners/officers, drivers, and attendants/aides prior to the entity's initial approval and monthly thereafter.
2. Information maintained for each owner/officer, person with controlling interest, driver, attendant/aide will include, but may not be limited to first name, last name, date of birth, driver's license number (if applicable), and vendor code.
3. Information maintained for each transportation provider will include, but may not be limited to the transportation provider company name, vendor code, state, and federal tax ID number.
4. All sanction check results will be saved to MTM's credentialing files.
5. After a full review has been completed and if the company or any personnel are found to be a match, the company or personnel will be immediately deactivated until the entity or person is cleared. This process will be completed according to contractual agreements regarding next steps.

MTM Proprietary Document

Procedure No: 5001.040 Credentialing: Sanction Checks

Page 1 of 2

This procedure is reviewed on an annual basis for appropriateness and effectiveness.