

Institutional Handbook of Operating Procedures Policy 03.02.08	
Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employee - Regulatory Compliance	Responsible Entity: Human Resources

I. Title

Verification of Debarred and Suspended Individuals and Organizations

II. Policy

The University of Texas Medical Branch at Galveston (“UTMB”) does not employ or retain any employee, consultant, contractor, volunteer, or vendor who is listed by any federal or state agency as excluded, debarred, suspended, or otherwise ineligible to participate in federal and/or state programs, e.g., Medicare and Medicaid.

UTMB complies with applicable federal and state laws and regulations, strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

III. Procedures

A. UTMB’s Human Resources Department (“Human Resources”) verifies applicable state and federal exclusion lists for every applicant prior to appointment and on a monthly basis for all current UTMB employees. Human Resources verifies this information for all employees regardless of classification, including interns, residents, and fellows.

Any applicant verified to be excluded, debarred, suspended or otherwise ineligible will not be eligible to work at UTMB, and any employee verified after employment at UTMB will be terminated immediately.

UTMB’s Supply Management Department verifies applicable exclusion lists for every vendor added to UTMB’s vendor list. UTMB’s Purchasing Department receives notifications of vendors added to federal or state exclusion lists.

B. Procedure for Verifying Lists

The following web sites are searchable databases for individuals, entities, and parties that are excluded from participation in federal and/or state programs.

1. Federal

- Department of Health and Human Services
- Office of Inspector General, [_](#)
- [Descartes Visual Compliance](#) (login required), when applicable
- PaymentWorks, when applicable

2. State

- Texas Health and Human Services Commission, [List of Excluded Individuals/Entities](#)
- Texas Comptroller of Public Accounts

- [Descartes Visual Compliance](#) (login required) when applicable
- PaymentWorks, automatic reporting

IV. Relevant Federal and State Statutes

[§1128](#) and [§1128A](#) of the Social Security Act

[42 CFR §402 .1 \(c\), \(d\), \(e\)](#)

[42 CFR §1001.1901](#)

[42 CFR §1003.102 \(a\) \(2\)](#)

V. Dates Approved or Amended

<i>Originated: 06/26/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Substantive Changes</i>
03/02/2009	07/21/2016
08/27/2025	10/03/2019

VI. Contact Information

Human Resources – Employee Relations

(409) 772-8696