Section 3 Subject 3.3 **Policy 3.2.8**	Human Resources Policies Employment **Verification of, Debarred and Suspended Individuals and Organizations**	06/26/02 -Originated 03/02/09 -Reviewed w/ changes -Reviewed w/o changes Human Resources -Author

Verification of Debarred and Suspended Individuals and Organizations

Policy

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.

Procedure

Human Resources Department 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 on all employees regardless of classification, including interns, residents, and fellows.

Any applicant verified will not be eligible to work at UTMB and any employee verified after employment at UTMB will be terminated immediately.

The UTMB Purchasing Department verifies applicable exclusion lists for every new vendor that is added to the UTMB vendor list. The UTMB Purchasing Department matches the entire list of UTMB vendors against the applicable federal and state exclusion lists on a monthly basis.

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.

Federal

Department of Health and Human Services
Office of Inspector General

List of Excluded Individuals/Entities

Government Services Administration

Parties Excluded from Federal Procurement and Non-procurement Programs http://epls.arnet.gov

Procedure for Verifying Lists (cont'd)

State

Texas Health and Human Services Commission Medicaid and Title XX Provider Exclusion List

Texas General Services Commission
Texas Building and Procurement Commission
Suspended and Debarred Vendor List

References

Sections 1128 and 1128A of the Social Security Act
42 USC §1320a-7
42 USC §1320a-7a
42 CFR §402 .1 (c), (d), (e)
42 CFR §1001.1901
42 CFR §1003.102 (a) (2)