

4.4.2 Sanction Checks

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.4 Background Information Checks	Date Last Reviewed: October 2015
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: October 2015

I. Purpose

To assure that UT Health San Antonio will not employ, contract with or do business with any person or entity ineligible to participate in federal health care programs.

II. Scope

This Policy applies to all employees, medical staff, contractors, vendors and to all persons holding any position affiliated with UT Health San Antonio, including but not limited to affiliated faculty members and to all UT Health San Antonio contractors and employees of contractors.

III. Policy

UT Health San Antonio (UTHSA) does not knowingly employ, either as a bona fide employee or an independent contractor, with or without pay, an individual or entity that is listed by a federal agency as excluded, suspended, or otherwise ineligible for participation in federal programs to hold any position or render any services for which the individual's or entity's compensation or the services rendered by the individual or entity are paid in whole or in part, directly or indirectly, by the federal health care program or otherwise with federal funds. In order to carry out this policy, UTHSA makes a reasonable inquiry into the status of any potential employee or independent contractor. Such a reasonable inquiry is made during the hiring process and includes at a minimum a review of the Office of Inspector General (OIG's) Program Exclusion Report, System for Award Management (SAM.gov), General Services Administrations Excluded Parties List System (EPLS), and the thirty-five (35) State databases for the list of parties excluded from federal procurement and non-procurement programs. Monthly inquiries are conducted on all employees.

Additionally, UTHSA will remove from responsibility for, or involvement with, UTHSA's federal health care program business operations any employee who

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becomes suspended or is proposed for exclusion during the individual's employment with UTHSA until the resolution of such suspension or proposed exclusion. In addition, if any employee of UTHSA is charged with a criminal offense relating to its federal health care program business, UTHSA is charged with a criminal offense relating to its federal health care program business, UTHSA will remove that employee immediately from responsibility for, or involvement with, UTHSA's federal health care program affairs.

If any employee is convicted or debarred, UTHSA shall remove this individual from any position, for which the individual's salary or the services rendered by the individual are paid in whole or in part, directly or indirectly, by the federal health care programs or otherwise with federal funds. UTHSA shall notify OIG of each such personnel action take and the reason therefore, within thirty (30) days of the action.

UTHSA does not knowingly allow or cause to be allowed, any person convicted in local, state, or federal court of any felony involving health care matters to hold the position of director, officer, or manager at UTHSA, or any of its agents through either an employment agreement or an independent contract.

Should UTHSA discover that it has employed such an individual as described above, UTHSA will take steps to cure the problem within thirty (30) days.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
11/2000	Policy Origination		
10/2015	Policy Revision		