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Background Check, DOT, Drug Screening Services

Academic. The academic institution is contacted for verification of highest degree or verification of most significant academic event reported by applicant. This may include GED, high school diploma, college or advanced degrees. Multiple degrees and attendance may be verified if required. *(\$16.75 each)*

Civil Records. A search of civil records in the appropriate civil court is conducted based upon type of information being sought (i.e., small claims vs. family court), and all civil action on file is reported. Common search parameters include all counties of residence for the previous seven years. Reported activity is generally limited to seven years, but older cases will be reported if requested and/or available. *(County \$22.75 each, plus fees. Federal \$18.75 each, plus fees)*

Credit. Using information from one or more major credit bureaus, a summarized report is provided based on credit activity since time of first reported trade. Information is presented in three easy-to-read categories including public records, trade balances, and payment history. If desired, the actual data as provided by the credit bureau is available. *(\$16.75 summarized, Business Credit summarized \$40)*

Criminal, County. Criminal records are searched at the highest court in the county. (Lower court searches are also available.) Recommended search parameters include all counties of residence, employment, and school attendance in the previous seven years. All felony convictions, misdemeanor convictions, and related activity on record are reported. Reported activity is generally limited to seven years, but older convictions will be reported if requested and/or available. Open arrest warrants are also reported and generally include cases awaiting trial or charges for failure to appear. *(\$18.00 per county, plus \$12.00 per AKA; includes investigator fees, excludes statutory fees)*

Criminal, Federal. Criminal records are searched at the highest federal court in the district. Recommended search parameters include all districts of residence, employment, and school attendance in the previous seven years. All felony convictions, misdemeanor convictions, and related activity on record are reported. Reported activity is generally limited to seven years, but older convictions will be reported if requested and available. Open arrest warrants are also reported and generally include cases awaiting trial or charges for failure to appear. *(\$12.50 per district; includes investigator fees, excludes statutory fees)*

Criminal, Statewide. Where permitted by State law, criminal records are searched at the State Central Criminal Repository or an all-county search is conducted depending on availability. Recommended search parameters include all states of residence, employment, and school attendance in the previous seven years. All felony convictions, misdemeanor convictions, and related activity on record are reported. Reported activity is generally limited to 7 years, but older convictions will be reported if requested and/or available. Open arrest warrants are also reported when available. *(\$18.00 per state, plus fees)*

Criminal, AKA's (Also Known As). Clients choose whether criminal searches are to include: Current Name Only, All Names Provided (current name and maiden or other names), or All Names Provided and Developed (from trace for example). Any criminal activity found under an AKA is reported according to the description provided in Civil, County, State, or Federal Criminal checks. *(\$12.00 per name, per county plus statutory fees; no AKA charge for State or Federal)*

Employment. Current and/or previous employers are contacted to verify employment. Based on company policy, information reported includes employment dates, title, salary, reason for termination, rehire status, and job-performance comments. Factual employment data is most often obtained from Human Resources or Payroll. In addition, former supervisors are contacted whenever possible to obtain job-performance comments. *(\$16.75 each)*

Employment, Regulated. Under Federal and/or State Law, certain positions in selected industries are regulated and carry unique employment verification requirements. For example, the *U.S. Department of Transportation (DOT)* requires special questions be asked of DOT regulated employers in the last two years. Requirements by position and industry are available upon request. *(\$18.75 each if ordered individually, \$9.50 each if ordered in conjunction with employment verification)*

Drug Screening. A 5-panel DOT or 5, 7 or 10-panel non-DOT drug screen may be done. Services include collection at a participating Patient Service Center, laboratory analysis, medical review officer service, materials, and shipping of the specimen. Rapid screening, custom panels, alcohol screening, and identification of collection sites are also available along with full range of TPA (Third Party Administrator) Services. *(\$45.00 each)*

FACIS Check. The **Fraud and Abuse Control Information System (FACIS®)** is a web-based information service that screens the sanction history of individuals and entities in the healthcare industry. It includes information on more than 50 types of healthcare professionals ranging from physicians to home health agencies and ambulatory services. The FACIS system includes information on a wide range of disciplinary actions from exclusions and debarments to letters of reprimand and probation, depending on level searched. FACIS is a commercial database product and is updated twice per month. FACIS offers a multi-level search product to allow subscribers to make different risk management decisions. All levels meet the government's minimum requirements, with Level 3 being the most comprehensive, including information from OIG/GSA and other Federal sources, plus 50 states - 700+ source agencies. *(\$11.00, \$7.15, or \$5.85 each, depending on level searched)*

Global Watch Alert. A search of 18 different *government watch lists* that include individuals, organizations and companies that have been placed on watch status by the United States Government or European Union. These entities are considered a threat to global or national security and, in most cases, cannot be legally employed. **(\$7.50 each)**

Government Data Repositories. Various government departments maintain databases or lists of individuals or entities they are seeking, who are excluded from participating in federally funded programs, or otherwise carry a special status. Examples include: the US Office of Foreign Assets Control's list of *Specially Designated Nationals and Blocked Persons*; the FBI's – *Ten Most Wanted Fugitives, Fugitives, and Terrorists*; the Office of Inspector General's - *List of Excluded Individuals/Entities in the delivery of health care services*; the General Service Administration's - *List of Parties Excluded from Federal Procurement and Non-procurement Programs*; and *Sexual Offenders Registry* state databases. A check of the appropriate data repository is conducted and reported results include all information in the database. **(\$5.50 per repository)**

Motor Vehicle. This check includes validation of license, status, and expiration date. Accident and violations on record are also provided. This check is done through state of license issuance and usually includes three to five years of history depending on state. **(\$13.00 each, plus state fee)**

National Practitioner Data Bank (NPDB)/Healthcare Integrity and Protection Databank (HIPDB). Created by Federal legislation, these data banks are available to eligible, registered entities. The intent is to restrict the ability of incompetent physicians, dentists, and other health care practitioners to move from state to state without disclosure or discovery of previous medical malpractice payment and adverse action history. The **National Practitioner Data Bank** contains information on adverse licensure actions, clinical privileges actions, and professional society membership actions taken against physicians and dentists. Reports of medical malpractice payments made on behalf of health care practitioners are also collected. The **Healthcare Integrity and Protection Data Bank** is a national data collection program for the reporting and disclosure of certain final adverse actions taken against health care providers, suppliers or practitioners. This includes organizations as well as individuals. Information provided includes: civil judgments related to delivery of health care items/services, federal or state criminal convictions related to same, actions by federal or state licensing agencies, exclusions from Federal or State health care programs, and any other adjudicated actions that have been established by regulations. **(\$14.00 for a single data bank search, \$22.00 for both)**

Professional License. The issuing State authority is contacted to verify license status. When available, date of issuance and expiration is provided along with any disciplinary action on file. Examples of professional licenses include certified public accountants, medical practitioners, insurance agents, and attorneys. **(\$17.50 each)**

Professional References. An interview with a reference provided by the applicant is conducted. In order to obtain meaningful information, the use of references with whom the applicant has worked is recommended, rather than personal acquaintances. **(\$18.75 each)**

SSN Trace. This check reviews the historical and logical connection between applicant and SSN based on history of use, logic tables, and death indices. Generally includes year and state of issuance. This check may reveal use of multiple SSN and/or aliases (AKA's). Criminal records may be searched using AKA's found; previous locations of residence may be used to determine jurisdictions for criminal record searches. **(\$9.50 each)**

Workers' Compensation. Where permitted by law, a search of State Workers' Compensation records is conducted. As documented in State records, reported information will include history of injuries and claims. *This check should be conducted ONLY after an offer of employment is made. (\$15.00 per state plus fees)*

Other Services

Adverse Action Notification. At the direction of our client we send a *Preliminary Adverse Action Notice* and *Final Adverse Action Notice* to those applicants who do not meet the client's hiring, retention, or promotional criteria. In addition and as required under the federal *Fair Credit Reporting Act*, between the preliminary and final notice, we conduct all re-investigation required in the case of an applicant dispute. *(\$7.00 per notice)*

Applicant Calls. Your applicant will be contacted directly if he/she has omitted information from the employment application, resume, and/or authorization. Two contacts will be made if needed. *(\$7.00)*

Applicant Copy. Certain States (currently California, Minnesota, and Oklahoma) require applicants have the opportunity to order a copy of their background investigation at the time they authorize procurement. This requirement is separate from FCRA adverse actions requirements and must be provided by the consumer-reporting agency. *(\$2.00)*

Client Setup Fee. A one-time setup fee is charged to cover all account, user, and system setup activities. This fee includes access to and telephonic support for **VI On-Line**. *(\$150.00)*

Re-Processing Charge. When a background check must be conducted a second time because the applicant did not supply all required information, a reprocessing charge is added. For example: The applicant receives a degree under a different name, but does not provide that information until the verification is completed. *(\$9.50 per check re-processed)*

Rush Charges. A RUSH order is processed as "Priority 1," is placed ahead of other investigations, and available results are returned within 24 hours. A Rush Order cannot be cancelled. Although every attempt is made to obtain all information within 24 hours, we are dependent upon information sources and cannot guarantee 100% completion within 24 hours. Investigative work continues beyond 24 hours until all investigative components are completed. *(\$25.00 per applicant)*

** Some employers and academic institutions charge a fee to access their records. Some counties, states, and federal districts charge a statutory fee to access their records and/or investigators charge a fee to search records. These fees generally range from \$2.50 to \$16.00, and will be itemized by applicant, identified by information source, and listed separately on your invoice.*