

Program Integrity Exclusions Search

April 2025

This document is a "how to" guide for searching the required databases for exclusions for **List of Excluded Individuals Entities (LEIE).** Before going over the steps, please note the requirements of this process.

- Both databases (SAM & LEIE) must be searched monthly, regardless of if you are part of an agency, group, or a single provider. There are separate how-to instructions on our website for SAM search process.
- Anyone who "touches" Medicaid must be searched. In addition to clinical staff, this includes the following:
 - All staff who provide services
 - Administrators
 - o Billing
 - Board of Directors
 - o Intake personnel or others who may verify eligibility
 - o IT
- Save a copy of all searches completed. The format is up to you, but it is recommended you save this information on your computer as a screenshot. Make sure the date search is completed, and name of individual is visible on screenshot. During audits/reviews, these records will be requested.
- If an individual's name shows up on either website, a second level review must be completed by using the individual's Social Security Number or Employee Identification Number. Please complete this second level search through LEIE.

*If a second level search is conducted, and you can verify the excluded individual has the same name but is not the individual associated with your agency, you much continue to complete the second level search monthly to verify the individual remains excluded. If at some point the person associated with your agency is identified as excluded, you must notify Optum immediately.

l

- Providers are required to send an annual attestation to Optum by August 31st of every year. A copy of the attestation template can be found on the website (Optum Provider Attestation).
 Please send a copy to <u>slcoquality@optum.com</u> and <u>kortnie_wilson@optum.com</u>.
- Your attestations will be archived.
- If you have any questions or need assistance, please contact the Optum Quality Team or Kortnie Wilson at <u>slcoquality@optum.com</u>, <u>kortnie_wilson@optum.com</u> or call 1.877.370.8953.

*If you are uncertain if someone who is associated with your business processes and service delivery needs to be searched for exclusions, please contact Gina Attallah, Compliance and Quality Assurance Director, for clarification.

List of Excluded Individuals/Entities (LEIE)

- 1. Go to: <u>exclusions.oig.hhs.gov/</u>. Once on this page, you can do one of to one of two options below:
 - Online Searchable Database (searching by entering data into a text field):
 - <u>exclusions.oig.hhs.gov/</u> This will be the main page you are brought to.
 - LEIE Downloadable Databases (searching a CSV file): <u>oig.hhs.gov/exclusions/exclusions_list.asp</u>. There is also a hyperlink option on the left-hand side of the page.

	view - Banane		
	Val ar the page to leave having feel are the European Dephase if you experience ferring a difficultur, place	a small the commandari of commander going that give	
	Search the Exclusions Database 9		
Option 1	Op not say your tenneser's tack hallow while savgalling through the LEHE search. However, use the below	tati n angaloo tatare a necare	Option 2
	Search For An Individual S Search For An Individual III General For A large Day, (A large for Autors Entran Last Asse particular for Maine	Related Content	
		 Basedat Astronomy Romatics and Other Guardanian 	

For option 1, follow these instructions.

- 1. When you choose "Online Searchable Database", you will see a screen where you can perform one of four types of searches:
 - Search for an individual (default): Use this method to check a single individual at a time.
 - Search for multiple individuals: Use this method to check for multiple individuals at once.
 - Search for a single entity: Use this method to check on entity at a time.
 - Search for multiple entities: Use this method to check multiple entities at the same time.



2. Choose the option that you prefer, then enter the name(s) you want to search, then hit "search"

Next OSG Reports & Publications Fraud Compliance Earlusions Newsroom Careers Next Sectors **** ***** ***** ***** ***** ****** ****** ******* ************************************	V	D.S. Departm	ent of Health	a Human Services		Conteres of	
Very Belanew Very Belanew Very and point from the best use the Exclusion Diddees. If you represent without difficulter, place and the estimate of estimate ging bit Search the Exclusions Database Constraint point browner's back bottom write navigating through the LEE search. Instead, use the ballion novigation history as indicated before Search For An Individual Action For An Individual For An Individual Action For An Individual For An Individual Action For An Individual F	wat OIG	Reports & Publications	Fried)	Compliance	Exclusions	Newsram	Careers
Search the Exclusions Database Do not use your browser's tack bottor write navigating through the LEE search instead, use the ball in novigation leatenes as indicated telow: Search For An Individual Toxics For Search For Manye Enter International (Search) For A Single Enter Status New Search For Manye Enternational (Search For Manye Enternational Enternatione Enternational Enternatione Enterna	Web and the se	an to least they to best use	Wa Kichainen Da	datana Tura ngaliwoo b	itelal Moder an	ue what he ostmate	al extension Gas has per
Do not use your browser's tack botton write navigating through the LEIC search. Instead, use the built-in navigation history as indicated bottom. Search For An Individual Related Content A basis for write values as indicated bottom Last Name Related Content Last Name Related Content Name Related Conte		and the second states and the second states					
Search For An Individual Search For Adapte Dates Content Conte	Search th	e Exclusions De	atabase 🤗				
* Saard For Muttere Indextaals ***********************************	Search th Do not use yo telow	e Exclusions De ar maser's tack tota	ntabase 🤗	ng triough the LEIE wa	uch Instead, use th	e bull-in novigation t	Gebanes as tracated
When Kothie I Munity Securited Artho	Search th Do not use po telow Search For	e Exclusions De or transer's tack torto An Individual ⁹	atabase 🤒 r wite nevgati	ng Prough the LEVE and	arch. Instead, use IN	e bull-in novigation t Refe	satures as indicated
3 Barris	Search th Do not use yo telow Search For A Sauch For V Last Name	e Exclusions De ar brower's tack botto An Individual	ntabase 🌳 n white navigate	nji Prough be LEIE wa Colly (= Search For Ma	uch Instead, use th age Critter	e bull-in novigation t Refe > 10 Dr	selans as indicated steel Content 2 Diversantes

3. On the next page you will see your results. It will look 2 different ways:

No Results Found:

clusions Search Results: Individuals ⁽²⁾ ¹⁰⁰ Reats new tourt for > Wilson , Kortnie () If an results are found, this individual or cettly (if it is an exting			
no Results now tract for > Wilson , Kortmie 0 If no results are found, this individual or cettly (if it is an entity			
 Wilson, Kortnie It so results are hourd, this individual or cettry (if it is an entry 			
If so results are found, this individual or cetity (if it is an entity			
documentation	search) is not currently exc	leded. Print this Web p	oge for your
Search Again			
ch constantive 41/6/2025 11/6/30 PV EET or CPC LEVE Exclusione catalaxies. In data updated on 41/0/2025 10/01/00/AW EET			
ent is Search			
sults Found:			
e - Balaten			
of an her page is been free in test one he from the Database. They provide	terring attraction passe and	the internation of laterna	tending his per
			Destroyed
edusions Search Results: Individuals 🎴			
tats were loant for			
 Smith, John 			
The cases of the individual is welly appears before, citch on the underly appear in the numch results below, which the Web gaps for your discuss no theory function	ined last same or entity same etertion	e to Verlig Serviced. If	de same does
Last Durine Tanal Market Monthin Robert and	Associety.	falues Webs	110120
 MEDICAL PRACTICE, MD 	ODROVE PRINCIPLE	192001245	and the
PARTICULAR DOL	INTERIME BEZICINE	Archemie III	mt
HEDICAL FRACTICE. NO	PLACTIC DARGEBY	- department	A DECEMBER OF
HD UC NO GERVITROV	REPORTED AND	POINT .	102

4. If your search yields a match, you will need to do a second level search with their SSN. To do this, click on "verify" on the search results page.

The sector of	an is inside the city	we we he between	to Dalabase. (Tota separator (t	crisi ifficilies, place area	i te intratio	(nijing tit p		
Exclusion	s Search B	esults: Indi	victuals 🤗						
Parties were low	ed by								
s Smith	, John								
C The rade	r of the Audioidan he search reads	in willy appears before, print this t	leekon, chick on the orderlin Web juggs for your document	ed last same or entity same leftes	e to VecDy Die of	Not.118	e kane the		/
C The rase not appear in the Part Starsh for	e al the Audioidae he averch reads	ar widdy appears beline, ystrit Och V	leekon, citch on the underlin Meb page for your doctories	ed loet same or entity same inten	e to Verlig the o	6698.878	e kane doe		/
C 2 De caste tet appear la 1 Paul faunt fo Lasi Rome	e of the Audio data In avertie results andre Exal Name	ai widhy appears belive, print this i Minis Name	lanton, click on the orderlin Not page for your document	ni lani same or nafiy sam setos. Sensety	e to Verlly Bar of Exclusion	Hiced. 010	ANKUR		
C The cases and appear in the Part Survey for Lating	e of the Audio Audo In avertic results marks Tabl Name	ar seilly appears below, print this i Mobile Name	lankas, cikšk na tie vederlin Neb jaga ke yver dootenen Ismaal MEDICA, PRACTOR, MD	ni best same or rectly same setue. Janually sabecosty	e to Verily the of Exclusion History (word. If the	A SALES		/
C The radie to appear in the Part Starts for Latitions	e of the Audiobian In watch results math	An welling appears, below, print this i Molda Name	Initial Cick on the control in Net page for your doctation Dennal MCDON, FRACTICE, MD Permittiona ARI, DD	ni ber same or ently same vetre. Namouty objective, Pilochick witchick, selactice	Exclusion risking of a risking of a	HILOHE . 1718 Webbon	A Same day		/
C The rate of spectra in Part bands for Lati Name	a i the Sudivita I south rough	in with appears before, print this is	Indus, cick on the control Not page for your document Densit MCDON, FRACTOR, MO Permittion (D) MCDON, FRACTOR, MO	All last same or entity same when. Associety operands, resolves, intrasting, subjective Mattice, subjective	Exclusion Followin Followin Followin Followin	viced. 1718	A Same day	 /	
Contractor of the second secon	e of the Audiotian Research results	in with appears before point this '	below cick on the underfan Web page for your document benedit WEDGON FRACTICE, MO WEDGON FRACTICE, MO WEDGON FRACTICE, MO WEDGON FRACTICE, MO WEDGON FRACTICE, MO	el last some o entity som attes Associété alastos, Piecchick articides, Biecchick Mittickas, Balancie Historice, Biecchick Historice, Biecchick Historice, Biecchick	Exclusion Factories relation (*) relation relation (*)	viced. 11 9 Weber	A SAME OF	/	

5. On the next page it will show the information about the individual. If the information on the screen still matches your individual, go to the bottom of the screen and enter their SSN in the box and then hit "verify"



6. Once you hit the "verify" button, it will show you either "match found" or "no match"



For option 2, follow these instructions.

If you choose to use "LEI E Downloadable Databases", the CSV file, please refer to the "Instructions" at the bottom of the page. Use only the **Updated LEIE Database (CSV)** option under the LEIE Database section, not the link called **Exclusions (CSV)**, which is under the Current Monthly Supplements section.

ī.

04-10-2023 Last Update Database 023 Updated LEIE Database (CSV) 2 Updates 023 Profile Corrections	Instructions and information About the LEIE Files. File-Type Questions? Frequently Asked Questions concerning the CSV file type.
04-10-2023 Last Update Database 023 Updated LEIE Database (CSV) 2 Updates 023 Profile Corrections	About the LEIE Files. File - Type Questions? Frequently Asked Questions concerning the CSV file type.
Database 023 Updated LEIE Database (CSV) 2 Updates 023 Profile Corrections	Frequently Asked Questions concerning the CSV file type.
223 Updated LEIE Database (CSV) 2 Updates 223 Profile Corrections	concerning the CSV hie type.
• Updates	
2 Updates 023 Profile Corrections	
023 Profile Corrections	
at Record Layout	
ent Database Record Layout	
ng for Monthly Supplements?	
t supplement downloads are now located together with lement archive.	
thly Supplements	
	nt Database Record Layout og for Monthly Supplements? supplement downloads are now located together with ement archive. thly Supplements

**If a match is found and verified, you are required to notify Optum immediately, no later than 30 days after the match was discovered. Failure to complete these searches monthly and notify Optum of any matches can result in recoupment of funds. **