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[Screening Guide](#)[Upload File as Client](#)[Administrative Options](#)[Log Out](#)

Good Morning, [User's Name]
Welcome to the OIGCN Screening Portal

Files In Progress | Today

...



21

[View](#)

Awaiting Client Response | Today

...



2

[View](#)

Client Responses | Today

...



6

[View](#)

Under My Name | Currently

...



6

[View](#)

Completed | This Month

...



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📄 File Processing

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SNC

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CA

3

Active Files

18

Questions Sent

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Responded to

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My Files

2

📖 Screening Guide

📁 Upload File as Client

⚙️ Administrative Options

🚪 Log Out

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Sanction Screening Processing All

[Show All Filters](#)

Show 25 entries

Search:

TYPE	ID#	LOAD DATE	FACILITY ID	FILE NAME	RECORDS	INVESTIGATOR	STATUS	NOTES	LABEL	LOAD FILE	EDIT
VEND	217509	06/11/2025 09:49:46	-----	Provider info.csv	25		Qs Sent		STARTMatchingV2 MatchingV2-DONE	Load File	🔗
EMP	217509	06/11/2025 09:49:46		Provider info.csv	47		Qs Sent			Load File	🔗
PHY	217509	06/11/2025 09:49:46		Provider info.csv	52		Waiting			Load File	🔗
EMP	217509	06/11/2025 09:49:46		Provider info.csv	760		In Progress			Load File	🔗
VEND	217509	06/11/2025 09:49:46		Provider info.csv	25		In Progress		STARTMatchingV2 MatchingV2-DONE	Load File	🔗
PHY	217509	06/11/2025 09:49:46		Provider info.csv	5		Answer In			Load File	🔗
PHY	217509	06/11/2025 09:49:46		Provider info.csv	104		Answer In			Load File	🔗
EMP	217509	06/11/2025 09:49:46		Provider info.csv	3		Waiting			Load File	🔗
PHY	217509	06/11/2025 09:49:46		Provider info.csv	25		In Progress		STARTMatchingV2 MatchingV2-DONE	Load File	🔗
EMP	217509	06/11/2025 09:49:46		Provider info.csv	25		Qs Sent			Load File	🔗
		06/11/2025								Load File	🔗

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Questions Sent

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My Files

2

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ID#

Enter ID#

Facility ID

Search for a facility

Status

Select Status



Order Type

Select Type



From:

mm/dd/yyyy

To:

mm/dd/yyyy

[Search](#)Show entriesSearch:

TYPE	ID#	LOAD DATE	FACILITY ID	FILE NAME	RECORDS	INVESTIGATOR	STATUS	NOTES	LABEL	LOAD FILE	EDIT
VEND	217509	06/11/2025 09:49:46		Provider info.csv	25		Qs Sent		STARTMatchingV2 MatchingV2-DONE	Load File	🔗
EMP	217509	06/11/2025 09:49:46		Provider info.csv	47		Qs Sent			Load File	🔗
PHY	217509	06/11/2025 09:49:46	te	Provider info.csv	52		Waiting			Load File	🔗
EMP	217509	06/11/2025 09:49:46		Provider info.csv	760		In Progress			Load File	🔗
VEND	217509	06/11/2025 09:49:46		Provider info.csv	25		In Progress		STARTMatchingV2 MatchingV2-DONE	Load File	🔗
PHY	217509	06/11/2025 09:49:46	O	Provider info.csv	5		Answer In			Load File	🔗
PHY	217509	06/11/2025		Provider info.csv	104		Answer In			Load File	🔗

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[Screening Guide](#)[Upload File as Client](#)[Administrative Options](#)[Log Out](#)Upload File **As Client**

ⓘ Set your DMF report preference.

Show all submitted names on DMF report

ON OFF

Upload File Here



Choose Files

No file chosen

You can select multiple screenshots.

Drag and drop your CSV files above. Files must be correctly formatted. See the [help page](#) for details.

DMF File Screening Status

10 ▾ entries per page

Search...

File Name	Date Submitted	Submitted By	Status
alex1234_test.csv	2022-07-21 18:48:42		Error Report
alex1234_test.csv	2022-07-21 18:49:25		Download
alex1234_test.csv	2022-07-21 18:49:25		Download
alex1234_test.csv	2022-07-21 18:48:42		Error Report

HR Portal

Human Resources Portal

[Home](#)[Time Off Request](#)[Forms](#)[Training](#)[Policies](#)[Benefits](#)[Resources](#)

Welcome to the HR Portal

These sections include the latest holiday information for all employees.

2021 Holiday List

Posted on April 13th by 

The office will be closed on the holidays listed below...

2021 Holiday Schedule

Monday May 31 - Memorial Day

Monday July 5 - Fourth of July

Monday September 6 - Labor Day

Thursday November 25 - Thanksgiving Day

Friday November 26 - Thanksgiving Friday

Friday December 24 - Christmas Eve

Tools

[Security Policy Exception Request Form](#)
[Phone Training Guide Reference Document](#)

Helpful Links

[Helpdesk](#)
[Rackspace Webmail](#)
[Background Check Manager \(BCM\)](#)
[BGC Customer Portal](#)
[OIG Customer Portal](#)
[ISO Policy Docs](#)

2019 Holiday List

Posted on March 19th by 

Helpdesk Ticket - [Submit a Request for Help](#)**Ticket Information**

Ticket Date: 11/21/2025, 10:23 AM

 Please fill out the following fields. * Required fields

Your Name *

Evocon Email *

Ticket Subject *

Category *

**Upload Screenshot**

Multiple files allowed.

Detailed Description *

[Helpdesk Tickets](#)[Event Tracker](#)[Time Off Request](#)

Active Ticket Tracker

[View Active Tickets](#)[View Closed Tickets](#)[+ New Ticket](#)

10 entries per page

Search...

<input type="checkbox"/>	No.	Subject	Description	Assigned	User Name	Date
<input type="checkbox"/>	11006	Applicant Landing	Applicants are not receiving emails sent from the ADR/landing page.	Helpdesk		New 2025-04-03 17:47:07
<input type="checkbox"/>	10961	I-9 Email Error	Candidate receiving an error message when receiving I-9 link through the daemon. Email also says "Demo BGC Customer" instead of the client company name.	Helpdesk		New 2025-04-03 17:47:07
<input type="checkbox"/>	10961	I-9 Email Error	Candidate receiving an error message when receiving I-9 link through the daemon. Email also says "Demo BGC Customer" instead of the client company name.	Craig		5 days 2025-05-23 16:04:23
<input type="checkbox"/>	10961	Investigate please		Erica		43 days 2025-04-03 17:47:07
<input type="checkbox"/>	10269	API for Ascension DePaul Services		Helpdesk		2 days 2024-07-25 15:23:50

← Back

Order Request Details [217510]

[Home](#) / [File Processing](#) / Order Details

Details Overview Make Updates Request Operation

Download JSON CSV Print / PDF

SRMS | Details

SRMS ID	212114
Triplet	53655_05/01/2025_08:04:42
Current Status	Report Complete

File Details

Facility Name		Screening File Name	...
Data Type	Employee	OIG Manager Status	...
Age	40.8	Upload Config	278
Num Records	355	Assigned User	67














# of Hit Matches	Labels	
211	START Matching V2 Matching V2-DONE	Process Matches

Recent Activity | Today

- 32 min ● Quia quae rerum **explicabo officiis** beatae
- 56 min ● Voluptatem blanditiis blanditiis eveniet
- 2 hrs ● Voluptates corrupti molestias voluptatem
- 1 day ● Tempore autem saepe **occaecati voluptatem** tempore
- 2 days ● Est sit eum reiciendis exercitationem
- 4 weeks ● Dicta dolorem harum nulla eius. Ut quidem quidem sit quas

Notes

Date	Note
2025-05-02	Matching Version 2 completed

-  My Home
-  Update Company Profile
-  **User Management**
-  Recent Files
-  Search Documents
-  File Upload
-  Upload Single Record
-  Upload Config
-  Active Notes
-  Reporting
-  SNC
-  Portal Help Tickets
-  FAQ/HELP

OIGCN User Management

[Add / Edit User](#)[Users List](#)[Teams](#)[Report Settings](#)

To add a new user, complete the form below. Each user must have a unique email address and password. You can also manage different access levels for this user below.

* Indicates mandatory fields.

User Details

First Name *

Last Name *

Middle Name

Title

E-Mail Address *

Password *

Must be at least 8 characters and include a number, a lowercase and uppercase letter, and a symbol (!, @, #, \$, %, ^, &, *).

Confirm Password *

Must match the password requirements above.

☒ User Active?☐ User Primary Contact? NOTE: Current Primary Contact is Erica Daquin

General Access

- 🏠 My Home
- ✎ Update Company Profile
- 👤 User Management
- 🕒 Recent Files
- 🔍 Search Documents
- 📁 File Upload
- 📄 Upload Single Record
- ⚙️ Upload Config
- 📋 Active Notes
- 📈 Reporting
- 🛡️ SNC
- ❓ Portal Help Tickets
- ❓ FAQ/HELP

Physicians/Others

Employee

Vendor

Last Name

Enter last name

First Name

Tia

Middle Name

Enter middle name

SSN

###-##-####

PLEASE NOTE: If SSN is not included, we will be unable to make connections with previous screenings of the record based on name only.

Date of Birth

mm/dd/yyyy

Street

Street address

City

City

State / Country

-- Select --

License Number

Enter license number

License State

-- Select --

License Type

Enter license type

NPI Number

Enter NPI number

Division / Group

Enter division or group

.. ID

Enter .. ID

Gender

Enter gender

Suffix

















e.g., Jr., Sr., III

Reset

Submit

For technical assistance, please contact us at helpdesk@ [com](mailto:helpdesk@) or by phone at:



-  My Home
-  Update Company Profile
-  User Management
-  Recent Files
-  Search Documents 
-  File Upload 
-  Upload Single Record
-  Upload Config
-  Active Notes
-  Reporting 
-  **SNC**
-  Portal Help Tickets
-  FAQ/HELP

OIGCN SNC

First Name

Last Name

Middle Name

Vendor/Business Name

SSN

Date of Birth



Record ID

Type of Screening

Notes for Investigator

 Search

Note: Safari and Internet Explorer 11 (and earlier versions) are not supported.

Customize Services

Please see the [FAQ](#) for the HT Scope of Services to confirm the package to order.

Would you like to add or remove services for this background check?

▲ NOTICE: Employment history (last 5 years) is now **required** by HealthTrust for a Tier 1 check.

▲ NOTICE: As of 1/1/2021, HealthTrust requires 7 years of county criminal checks for all Tiers that include a criminal check.

← Back

Save & Continue →

Tier 1

Tier 2/3

Tier 2/3 + Education

Tier 2/3 + Education + License

Education Only

Employment Only

OIG Only

Selected Services

- ☒ SSN Trace
- ☒ US/National Criminal Search¹
- ☒ County Criminal Search (7 yrs)¹
- ☒ Nationwide Sex Offender
- ☒ OIG/GSA Sanction & OFAC/SDN
- ☒ Employment History³

Education & Employment

Medical Services

Review Your Cart

- SSN Trace - \$0
- US/National Criminal Search - \$30.5
- County Criminal Search (7 yrs) - \$8
- Nationwide Sex Offender - \$1
- OIG/GSA Sanction & OFAC/SDN - \$8
- Employment History - \$23.5

Total: \$71.00

Important Information

¹ We verify criminal history using national repositories and county court records. As of 1/1/2021, HealthTrust requires county criminal checks for 7 years (or up to 5 searches). This requirement applies to all new background checks and for VPro/DHPs who are required to update the criminal verification of the background check. You will be contacted if any additional fees are required for obtaining county court records.

Verified Professional (VP) Portal FAQ

Welcome to the [redacted] Portal! This guide will help you understand how to navigate, order services, and manage your background check and drug testing process. For additional support, please contact our team at (t [redacted] or H [redacted] Customer Service at [redacted]

[FAQ Table of Contents](#)[Background Check FAQ](#)[Drug Testing FAQ](#)

Background Check FAQ

How do I know what package or services to order?

The required services are determined by [redacted] based on your level of access to their facilities. Please check with your employer regarding what checks you require. *Please note, we cannot advise on what tier to choose.*

We have posted the **Scope of Service document** for the various VP Classification types in the application and in the FAQ link in the portal header. You can also access it directly here:

[🔗 View Scope of Service Document](#)

Note: Any questions regarding which package or tier to select must be directed to your employer or [redacted]

Why have you created a new portal for the VP program?

We have upgraded the **VP portal** to enhance **security** and improve **efficiency** in conducting background checks. The new data entry forms now require key fields such as **Employer Dates** and **Phone Numbers**.

We are also offering a field for entering **Employment Gap Information** (released the week of *March 29, 2021*) allows you to enter gap information for our investigators. [redacted] requires verification of any **gaps longer than 90 days** between jobs.

Note: Be sure to include complete employment details to avoid delays in processing your background check.

What about drug testing? Where do I go now to place that order? 10

What if I decided to use [redacted] my drug test? 11

What panel do I need for drug testing? 11

When will I receive my authorization form? 11

Applicant Information

Application Progress

✓ Selected Services

✓ Customize Services

 **Application Info**

○ Additional Info

○ Consent Form

○ Review and Pay

Applicant Info

Please fill in the following information and agree to the terms below.

Legal First Name

First Name

Middle Name

Middle Name

Last Name

Last Name

Other Name

Other Name

Email Address

Email Address

Confirm Email Address

Confirm Email

Date of Birth

mm/dd/yyyy

Social Security Number

xxx-xx-xxxx

Street Address

123 Example Street

City

State

Choose...

Zip Code

Phone Number

xxx-xxx-xxxx

Current Employer

☐ **Terms of Agreement:** Background checks will be sent to the email address you provided.

 [Submit Monthly Exclusion Screening](#)

- [Dashboard](#)
- [Upload File](#)
- [Investigations](#)
- [Reporting](#)

Time Range View: This Month ▼ Group: Select Group ▼

Total Vendors Screened | This Month

**145**
12% increase

Adjudicated Vendors | This Month

**28**
8% increase

Active Vendors | This Month

**1,037**
3% increase

Sanctioned Vendors | This Month

**32**
12% increase

Adjudicated Vendors | This Month

**28**
8% increase

Active Vendors | This Month

**1,037**
3% increase

Latest Screenings

10 ▼ entries per page

Search...

ID	File Name	Screening Date	Number of Records	Type	Status	
----	-----------	----------------	-------------------	------	--------	--

 Help

Drug Testing [Summary](#)[Export to Excel](#)[Show All Filters](#)Show entriesSearch:


REQUESTID	REQUESTDATE	APPLICANTID	CUSTOMER	APPLICANTNAME	SERVICE	REQUESTSTATE	STATUSDATE	STATUSAGE	CHARGEAMOUNT	SCHEDULINGINFO
298739	2025-09-12	855850			HSS 5 panel - 791150	New Request	2025-09-12	0	NoCharge	NotScheduled ()
298737	2025-09-12	855844			Drug Test - 794118 - STANDARD HWS/HCA Panel	Service Scheduled	2025-09-12	0	NoCharge	(2025-09-15)
298736	2025-09-12	855842			Drug Test - 794118 - STANDARD HWS/HCA Panel	Service Scheduled	2025-09-12	0	NoCharge	(2025-09-15)
298735	2025-09-12	855843			Drug Test - 794118 - STANDARD HWS/HCA Panel	New Request	2025-09-12	0	NoCharge	NotScheduled ()
298734	2025-09-12	854801			Drug Test - 10 Panel	New Request		0	NoCharge	NotScheduled ()
298732	2025-09-12	855761			Drug Test - 794118 - STANDARD HWS/HCA Panel	Request canceled	2025-09-12	0	NoCharge	NotScheduled ()
298731	2025-09-12	855418			Drug Test - 794118 - STANDARD HWS/HCA Panel	Administrative Cancel	2025-09-12	0	NoCharge	(2025-09-15)
298727	2025-09-12	855830			Drug Test - 794118 - STANDARD HWS/HCA Panel	New Request	2025-09-12	0	NoCharge	NotScheduled ()
298724	2025-09-12	855828			12 Panel Drug Screen w. expanded opiates	New Request	2025-09-12	0	NoCharge	NotScheduled ()
298724	2025-09-12	855828			12 Panel Drug Screen w. expanded opiates	Report ready	2025-09-12	0	NoCharge	NotScheduled ()

 Task Dashboard Create/Add Task Unassigned Tasks My Tasks

Tasks To Do

#TASK22


Check Firewall Logs

Frequency: Daily**Description:** Review all incoming firewall logs for anomalies. Due: 10/18/2025

Incomplete

#TASK23


Update Antivirus Definitions

Frequency: Weekly**Description:** Ensure antivirus software is updated across all servers. Due: 10/20/2025

In Progress

#TASK23

Update Antivirus Definitions

Frequency: Weekly**Description:** Ensure antivirus software is updated across all servers. Due: 10/20/2025

✓ Completed

#TASK23


Update Antivirus Definitions

Frequency: Weekly**Description:** Ensure antivirus software is updated across all servers. Due: 10/20/2025

✓ Completed

#TASK23

Update Antivirus Definitions

Frequency: Weekly**Description:** Ensure antivirus software is updated across all servers. Due: 10/20/2025

✓ Completed

 Task Dashboard Create/Add Task Unassigned Tasks My Tasks

Task Dashboard



8

All Task



6

Incomplete



2

Overdue



2

Due Today

Assigned To[Me] (4)





Incomplete(5)

Overdue(2)

Due Today(2)

Due this Week(4)

Completed(2)

<input type="checkbox"/>	Task ID	Title	Description	Frequency	Assigned To	Status	Due Date
<input type="checkbox"/>	#TASK1	Review OIG Logins	Check OIG login logs	Daily	Eleanore Davis	In Progress	10/5/2025  Due Today
<input type="checkbox"/>	#TASK13	Check Server Backups	Review & Report Server Backups	Temporary	Eleanore Davis	On Hold	10/5/2025  Due Today
<input type="checkbox"/>	#TASK3	Server Temperature Checks	Review logs	Monthly	Eleanore Davis	Open	10/10/2025  Upcoming
<input type="checkbox"/>	#TASK3	Active Directory User Access Review	Generate and review user access logs	Weekly	Eleanore Davis	Open	10/10/2025  Upcoming

 Delete Selected Help