

[Overview](#)[File Processing](#) 21[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



154

[Overview](#) [File Processing](#)

21

All

21

SNC

2

CA

3

Active Files

18

Questions Sent

6

Responded to

2

My Files

2

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Overview

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Sanction Screening Processing All

Show All Filters

Show 25 entries

Search: Type to filter...

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

Overview

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Hide Filters

ID#	Facility ID	Status
<input type="text" value="Enter ID#"/>	<input type="text" value="Search for a facility"/>	<input type="button" value="Select Status"/>
Order Type	From:	To:
<input type="button" value="Select Type"/>	<input type="text" value="mm/dd/yyyy"/> <input style="border: none; background-color: transparent; font-size: small; margin-left: 10px;" type="button"/>	<input type="text" value="mm/dd/yyyy"/> <input style="border: none; background-color: transparent; font-size: small; margin-left: 10px;" type="button"/>

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	<input type="button" value="Load File"/>	
EMP	217509	06/11/2025 09:49:46		Provider info.csv	47		Qs Sent			<input type="button" value="Load File"/>	
PHY	217509	06/11/2025 09:49:46		Provider info.csv	52		Waiting			<input type="button" value="Load File"/>	
EMP	217509	06/11/2025 09:49:46		Provider info.csv	760		In Progress			<input type="button" value="Load File"/>	
VEND	217509	06/11/2025 09:49:46		Provider info.csv	25		In Progress		STARTMatchingV2 MatchingV2-DONE	<input type="button" value="Load File"/>	
PHY	217509	06/11/2025 09:49:46		Provider info.csv	5		Answer In			<input type="button" value="Load File"/>	
PHY	217509	06/11/2025 09:49:46		Provider info.csv	104		Answer In			<input type="button" value="Load File"/>	

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Upload File As Client

ⓘ Set your DMF report preference.

Upload File Here

Show all submitted names on DMF report

ON OFF



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 18:49:25		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

2019 Holiday List

Posted on March 19th by

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](#)

**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 *

Name

Evocon Email *

Email

Ticket Subject *

Ticket subject

Category *

Printer

Upload Screenshot



Choose Files

No file chosen

Multiple files allowed.

Detailed Description *

Describe the issue...

Submit Ticket →

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	NEEDED FROM ADF TO REPAIR THE API INTEGRATION CLOUDY IMPLEMENTED LAST YEAR. PLEASE SEE ONE	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	ReportComplete

File Details

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

of Hit Matches

Labels

211

STARTMatchingV2 MatchingV2-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

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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 *****Confirm Password ***

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

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](http://) or by phone at [+1 800 555-1234](tel:+18005551234)

[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

Employee Physician/Other Vendor

Notes for Investigator

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.

- 1 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	^
<input checked="" type="checkbox"/> SSN Trace	
<input checked="" type="checkbox"/> US/National Criminal Search ¹	
<input checked="" type="checkbox"/> County Criminal Search (7 yrs) ¹	
<input checked="" type="checkbox"/> Nationwide Sex Offender	
<input checked="" type="checkbox"/> OIG/GSA Sanction & OFAC/SDN	
<input checked="" type="checkbox"/> Employment History ³	

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.

Home

VP Background Check Services

VP Drug Testing Registration

Scope of Services & FAQ

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 [REDACTED] or [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. It 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.

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

Lastest 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 25 entries

Search:

REQUESTID	REQUESTDATE	APPLICANTID	CUSTOMER	APPLICANTNAME	SERVICE	REQUESTSTATE	STATUSDATE	STATUSUSAGE	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
<input type="checkbox"/>	#TASK13	Check Server Backups	Review & Report Server Backups	Temporary	Eleanore Davis	On Hold	10/5/2025
<input type="checkbox"/>	#TASK3	Server Temperature Checks	Review logs	Monthly	Eleanore Davis	Open	10/10/2025
<input type="checkbox"/>	#TASK3	Active Directory User Access Review	Generate and review user access logs	Weekly	Eleanore Davis	Open	10/10/2025

Delete Selected

Help