

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i></p> <p>PROCEDURE</p>	<p>Department:</p> <p>Human Resources</p>	<p>Procedure No.:</p> <p>HR 0024B</p>
	<p>Approved By:</p> <p><i>Linda Rosen</i></p> <p>By: Linda Rosen, M.D., M.P.H. Its: President & CEO</p>	<p>Supersedes Procedure No.:</p> <p>ADM 0009A</p>
<p>Subject:</p> <p>Background Checks</p>		<p>Approved Date:</p> <p>September 23, 2021</p>
		<p>Last Reviewed:</p> <p>January 26, 2021</p>

I. PURPOSE:

To establish procedures for Hawaii Health Systems Corporation's (HHSC) Background Checks policy.

II. PROCEDURES:

A. Background Checks; Voluntary Disclosure:

1. HHSC shall require all applicable personnel to disclose whether they have been convicted of any of the following types of crimes:
 - a. Crimes relating to the delivery of an item or service under a health care program;
 - b. Crimes of patient abuse or neglect;
 - c. Felonies or misdemeanor crimes of fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct in connection with a health care program;
 - d. Felonies or misdemeanor crimes relating to the manufacture, distribution, prescription or dispensing of a controlled substance;
 - e. Crimes relating to the obstruction of an investigation of any of the offenses listed in items a through d above; and
 - f. Debarment from participation in federal healthcare programs.
2. Continuing Obligation. All personnel shall have a continuing obligation to notify their supervisor in the event that they have been convicted of any of the crimes referenced above.

B. Background Checks may consist of, but are not limited to, the following:

1. Conducting state and national criminal history record checks through the Hawaii Criminal Justice Data Center;
2. Screening against the exclusion lists from the Office of Inspector General List of Excluded Individuals and Entities (LEIE) and from the General Services Administration System for Award Management (SAM);
3. Verification of education, licensing, certification as applicable;

4. Conducting reference checks and employment history verifications; and
 5. Screening requirements adopted by other federal or state agencies, i.e., Food and Drug Administration, Drug Enforcement Administration, as applicable.
- C. Determination: HHSC shall comply with all federal and state laws that prohibit the hiring or contracting of individuals due to a history of illegal or improper acts. No employee or contractor shall be allowed to provide services who is debarred or excluded, as defined in the Social Security Act. An employment offer may be withdrawn if the prospective employee has a conviction record that bears a rational relationship to the duties and responsibilities of the position for which they are being hired.

III. ATTACHMENT(S):

None