

OIG Fraud/NAR/License Checks

Employee: _____ Social Security#: _____

→ **NURSE AIDE REGISTRY:**

All paraprofessionals (CHHA) must have the Nurse Aide registry Check done prior to orientation being scheduled.

NJ Nurse Aide Registry (866-561-5914) call or online. (<https://njna.psiexams.com/>)

Nurse Aide Registry Check called on: _____ by _____

Nurse Aide Registry Check returned on and placed in HR file: * Yes by _____
(Attach the findings to this form and file in the personnel folder)

→ **LICENSE CHECKS:**

All licensed professionals must produce their current professional license and you must also check their credentials online to see if in fact the licensee is listed as “in good standing”. The online statement must be printed and placed in their personnel file along with a copy of the current license presented.

NJ professionals: <https://newjersey.mylicense.com/verification/Search.aspx>

Professional Licensure checked online: * YES

Is professional’s license listed as “in good standing”? * YES * NO

Have you printed the online screen and placed it in personnel file: *YES

(Attach the findings to this form and file in the personnel file folder)

→ **OIG FRAUD CHECK:**

Every employee has an OIG Exclusions check at: <http://exclusions.oig.hhs.gov/>

Has this been checked: * YES *NO

Have you printed the online screen and placed the findings in the personnel file: *YES

(Attach the findings to this form and file in the personnel file folder)

Person conducting pre hire screening Signature