

SanctionCheck 5 Overview Tutorial

This tutorial provides a high-level summary of the SC5 system and includes some of the new features built into this update.

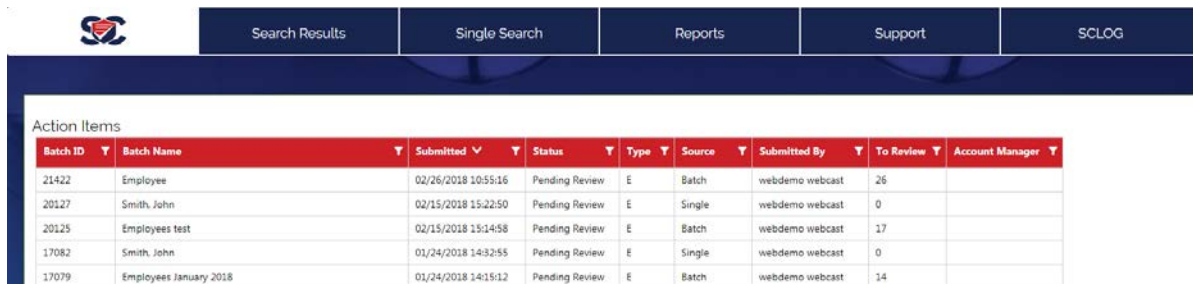
Aside from the fresh, new look, the biggest differences between SC4 and SC5 are its

- Improved processing interface,
- Better reporting capabilities,
- More intuitive architecture, and
- Better Master Batch feature.

...and it's all backed by a \$5,000,000 ActionCheck guarantee!

SC5 remembers the decisions you have made on potential sanctions related to a particular individual so that you don't have to rule out the same Name-Sanction combination multiple times. You no longer need to set a previous batch as a master batch and select it during the upload process. SC5 does this automatically.

After logging on you will be presented with your **Action Items** page.



Batch ID	Batch Name	Submitted	Status	Type	Source	Submitted By	To Review	Account Manager
21422	Employee	02/26/2018 10:55:16	Pending Review	E	Batch	webdemo webcast	26	
20127	Smith, John	02/15/2018 15:22:50	Pending Review	E	Single	webdemo webcast	0	
20125	Employees test	02/15/2018 15:14:58	Pending Review	E	Batch	webdemo webcast	17	
17082	Smith, John	01/24/2018 14:32:55	Pending Review	E	Single	webdemo webcast	0	
17079	Employees January 2018	01/24/2018 14:15:12	Pending Review	E	Batch	webdemo webcast	14	

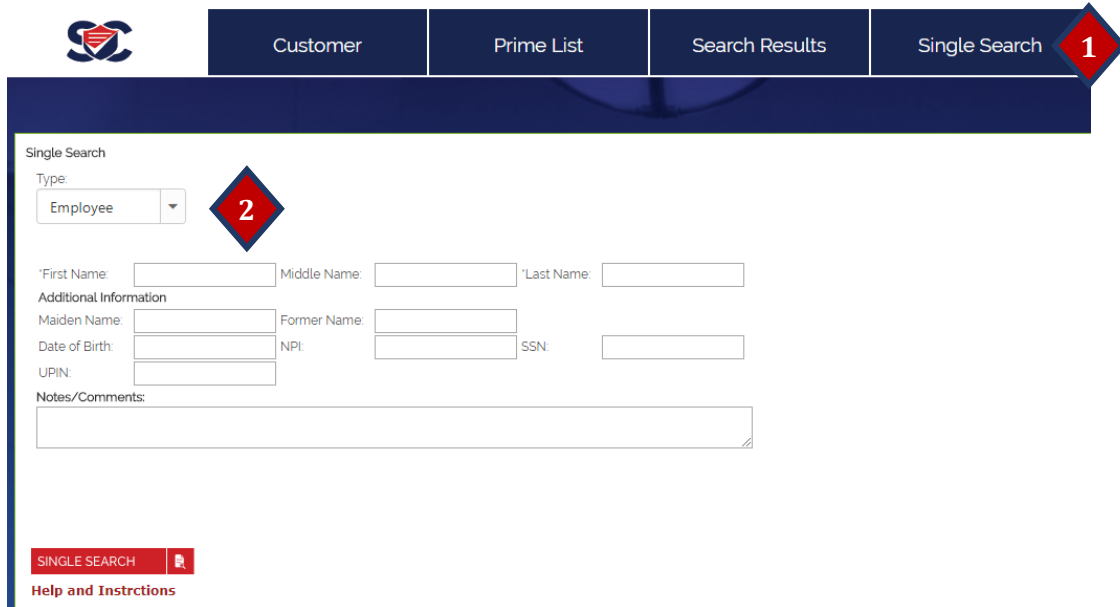
We will return to this page later in the tutorial.

The following pages provide an overview of the SanctionCheck 5.0 application.

Single Search

The Single Search feature is a tool that allows you to search for one person (or vendor) at a time. It is a great place to begin if you are new to SanctionCheck (or new to SC 5.0!), since it provides the basic steps involved in every SanctionCheck search.

Click on the **SINGLE SEARCH** menu option in the menu bar at the top (1) to display the Single Search page (2):



Single Search

Type:

First Name: Middle Name: Last Name:


Additional Information

Maiden Name: Former Name:

Date of Birth: NPI: SSN:

UPIN:

Notes/Comments:

SINGLE SEARCH 

[Help and Instructions](#)

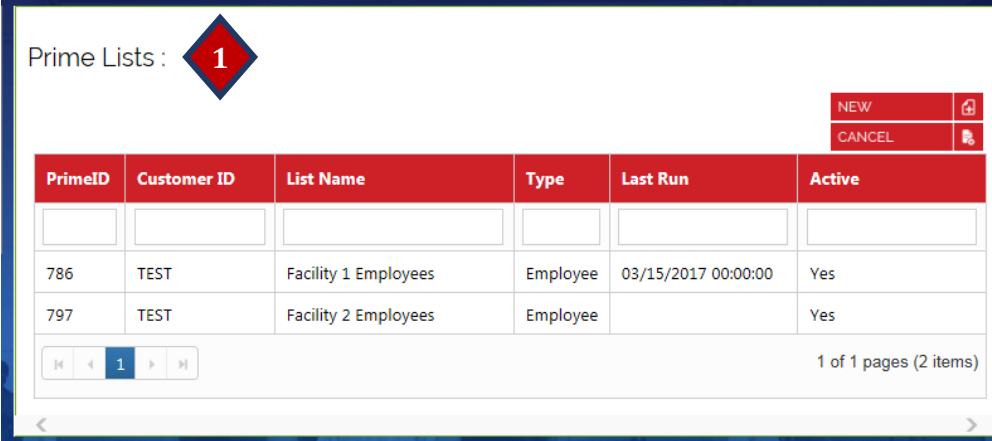
Here you will enter the first and last name of a person (or name of a vendor), provide additional information if available, select the databases to search against, and run the **Single Search**. Any potential matches the system finds will immediately be displayed for your review.

Please see our **Single Search Tutorial** ([video](#) or [PDF](#)) for further instructions on running a **Single Search**.

Prime Lists

SanctionCheck can also search for many names at one time. It is a two-step process. First you Load-and-Run your list of names (and any additional metadata) using a **Prime List**.

Click on the **Prime List** menu option on the navigation bar at the top.



Prime Lists : **1**

PrimeID	Customer ID	List Name	Type	Last Run	Active
786	TEST	Facility 1 Employees	Employee	03/15/2017 00:00:00	Yes
797	TEST	Facility 2 Employees	Employee		Yes

1 of 1 pages (2 items)

Prime Lists are a new way to streamline your work for recurring (e.g., monthly employee) searches in SanctionCheck. They tie the batches you run for each reporting cycle together for easier processing, reference, and reporting. They also enable the system to automatically reference your last completed run (within that Prime List) to create a Master Batch and leverage/retain your prior work.

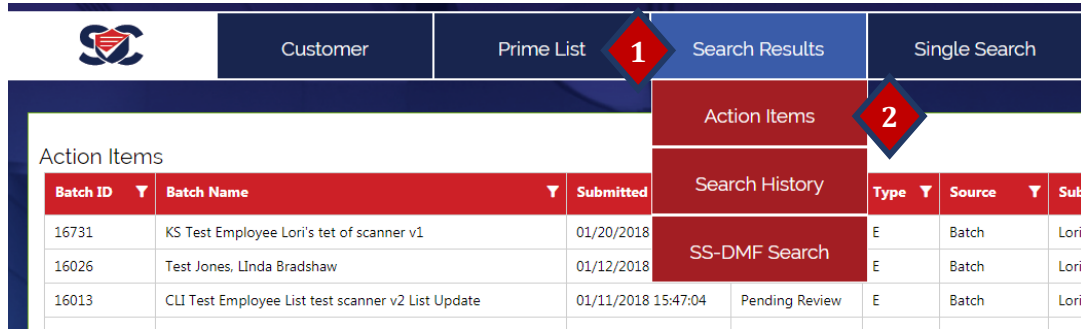
Remember, Prime Lists are created once but used many times.

In this example the user has two **Prime Lists** -- one for employees at Facility 1, and another for employees at Facility 2. Every month the user will begin here on the **Prime List Page** to upload the newest data for each **Prime List** and then run each List to begin a Batch.

Please see the **Prime List File Upload and Run Tutorial** ([video](#) or [PDF](#)) for more information on the use of Prime Lists.

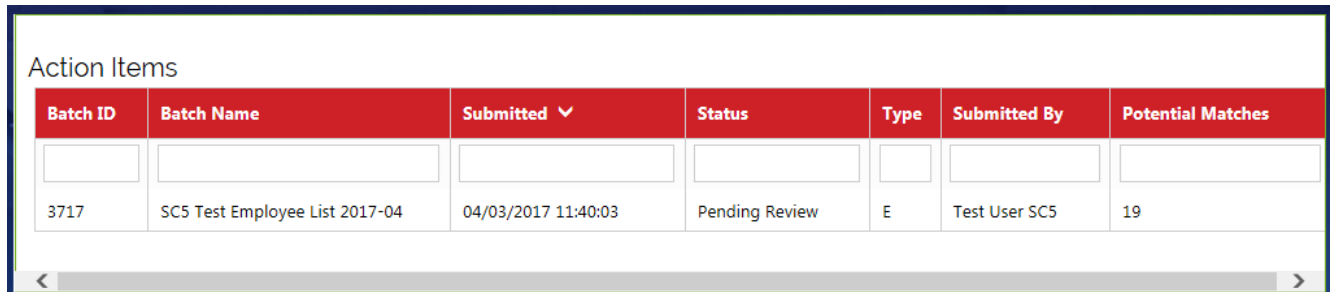
Action Items

Let us return to the **Action Items Page** displayed after login. There are two ways to navigate the menu: 1) you may hover your mouse cursor over the **Search Results** button in the navigation bar at the top and (2) click on the revealed **Action Items** button, or you may click on the **Search Results** button.



Batch ID	Batch Name	Submitted	Search History	Type	Source	Submitted By
16731	KS Test Employee Lori's tet of scanner v1	01/20/2018	SS-DMF Search	E	Batch	Lori
16026	Test Jones, Linda Bradshaw	01/12/2018		E	Batch	Lori
16013	CLI Test Employee List test scanner v2 List Update	01/11/2018 15:47:04	Pending Review	E	Batch	Lori

This will again display the **Action Items Page**.



Batch ID	Batch Name	Submitted	Status	Type	Submitted By	Potential Matches
3717	SC5 Test Employee List 2017-04	04/03/2017 11:40:03	Pending Review	E	Test User SC5	19

This page is your “To Do List,” displaying the batches that you or others in your **Group** teams need to begin or continue reviewing. The most recently submitted batches appear at the top of the list.

The Batch ID and Batch Name identify each batch; also included are the Submitted date and time, Status, Type (E for Employee, Physician or Other Persons, V for Vendor), Submitted By user name and the number of potential matches returned by the search. Batches can have one of 5 statuses:

- **Queued:** means that you’re most recent uploaded data has been sent to the Batch Processor. When loaded the batch status will change to Running.
- **Running:** means the batch is being searched against the selected SanctionCheck databases for potential sanctions. When processed the batch status will change to Pending Review or Complete.
- **Pending Review:** means the batch run is ready to be reviewed by you or your team. When reviewed the batch status will change to Further Review or Complete.
- **Account Manager:** our Service clients will see this status for batches that have names pending review, because it is their SanctionCheck Account Manager who performs the initial review. In some cases the status of service batches may change to Pending Info, Agency Review or Attestation Sent.
- **Final Review:** means the review process for the batch run is almost complete, but there are some Flagged Matches that need final determination: their statuses should be updated to Ruled Out or Confirmed Match.. When finalized the batch status will change to Complete.

- Complete:** All potential matches have been set to either Ruled Out or Confirmed Match. No additional review work is required. A batch may be set to complete when either 1) the system found no potential matches during the search or 2) the user has completed his/her review of potential matches.

Clicking on an item in your **Action Items** list takes you to the **Batch Results Page**. Displayed at the top is the information about the batch run including the **Batch Name** and **Number**, when it was submitted, the name of the associated **Prime List** being run, the record count, the type and the number of names to review.

Batch Results - SC5 Test Employee List 2017-04 (3717)

Prime List Name:	Facility 1 Employees (786)	Record Count:	100
Submitted By:		Requested By:	
Date Submitted:	4/3/2017	Search Type:	Employee
Databases:		View List	
Master Batch ID:			
Notes:			
Names to Review:	17		

[CANCEL](#)

Nu#	Name	Status	Database	Unique ID	Potential Matche
9	Abbarno, Aase Jrgensen	Pending Review	SAM	550	2
17	Abdulah, Ahmad Omar	Pending Review	SAM	614	5
21	Abernathy, Bryan Edward	Pending Review	OIG,SAM	512	2
27	ABRAMS, REBECCA KLEIN	Pending Review	SAM	662112	1

At the bottom is the list of search names that need to be reviewed.

Please see our **Batch Review Tutorial** ([video](#) or [PDF](#)) for more information on reviewing the results of a batch search.

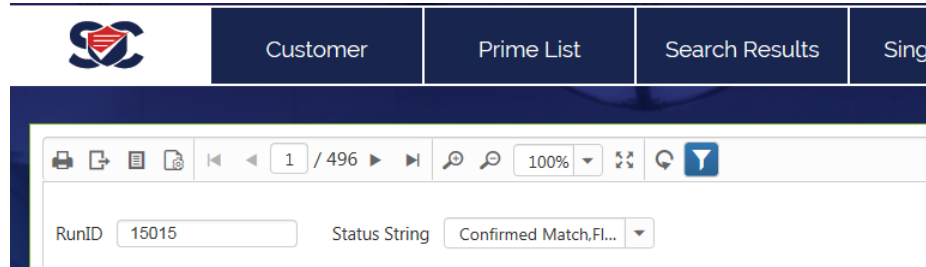
History

Searches that have been completed will no longer appear in your **Action Items** page. You may view all your searches by navigating through **SEARCH RESULTS** → **Search History**, and clicking on a row to open that batch in the Batch Results page

Batch ID	Batch Name	Submitted	Status	Type	Submitted By	Potential Matches
3742	Boone, Howard	04/06/2017 00:00:00	Complete	E	Test User SC5	0
3743	Boone, Howard	04/06/2017 00:00:00	Complete	E	Test User SC5	0
3744	boone, howard	04/06/2017 00:00:00	Complete	E	Test User SC5	0
3745	Boone, Howard	04/06/2017 00:00:00	Complete	E	Test User SC5	0
3717	SC5 Test Employee List 2017-04	04/03/2017 11:40:03	Pending Review	E	Test User SC5	19
3738	SC5 Test Employee List 2017-03	03/07/2017 22:32:00	Complete	E	Test User SC5	0

Reports

SanctionCheck 5.0 has all of the reports available in SanctionCheck 4, plus several new ones our users have requested. They all display in a special Report Page which allows you to print,



Reports may be accessed in one of two ways.

1. One-Search reports.

These are the reports SC4 users are familiar with: ERC (Exclusion Results Certificate), Summary and Export. You can filter these reports to show only

Reports that do not pull information from multiple searches may be opened from the Review page of a specific search.

2. All Reports

SanctionCheck 4 only had reports for one search at a time. SanctionCheck 5 now provides several reports that can pull data from multiple searches.

Click on the Reports button in the navigation bar to access these reports.

ReportID	Report Name
500	Single Exclusion Certificate
501	Batch Exclusion Certificate
502	Batch Summary Report
503	Analysis Report
504	Prime List Detail
505	Batch Run Detail
506	User Report
508	Audit Report

Thank you for using SanctionCheck 5.0!