

BI-ANNUAL BACKGROUND CHECK

HCRRs are required by law to renew all active providers' background check every 24 months. A provider's processing status will be automatically changed from '**Active**' to '**Removed**' if the current background check is more than 24 months old.

Reminders for the annual review are found in the Provider Activity List/Summary drop down box for "**Request Backgrounds**".

The screen will display a list of names currently in the database that need a completed Background Check.

- The list includes individuals who are new to the registry (in-process) and those who are approaching the due date for an annual check (active) (i.e. 24 months since the last background check)

When an individual's name is displayed for the annual background check, their name is displayed **52** days prior to the end of the 24 month period.

- This is designed to allow time to send the background authorization form out in the mail to the individual, receive a completed form back in the mail, and submit it to BCCU to run the background check.

Once you receive the completed form and are ready to send it off to BCCU, go back into the Background Check link and enter the date the background check was submitted to BCCU in the **Request Background** activity.

If you do not receive the background check results back from the provider prior to the end of the 24-month period, the provider's record will automatically be set to **Removed – Overdue Background check**.

Once you receive the results from BCCU, you may change the processing status back to **Enrolled**.

This automated removal ensures that any provider who doesn't have a current background check will not be listed on a consumer's referral.