

TALLAHASSEE MEMORIAL HEALTHCARE, INC.
HUMAN RESOURCES POLICY

POLICY AND PROCEDURE NO. 45-242

February 1, 2005
Revised: October 1, 2014

BACKGROUND CHECKS: CONSUMER REPORTS/INVESTIGATIVE REPORTS

I. POLICY

Tallahassee Memorial HealthCare, Inc. endeavors to employ individuals who will positively contribute to the enhancement and promotion of quality patient care and contribute to a safe work environment. To assist us in our selection process and to comply with regulations, we conduct a criminal background check on each potential hire. TMH reserves the right to deny employment to any individual for any reason or no reason at all. The following procedure has been established to comply with current regulations and any legal or regulatory compliance requirements, including Florida statutes.

II. PROCEDURE

- A. Each applicant to whom an offer for employment will be made, and any other TMH colleague or individual for whom a consumer report and/or investigative report will be conducted, will be provided a statement indicating that a consumer report and/or investigative report will be conducted.
- B. TMH colleagues who transfer, promote or rehire are subject to a background check, even in the event that background check results are on file.
- C. Failure/refusal to authorize the background check or FDLE screening shall result in termination from employment.
- D. Each applicant to whom an offer is to be made shall authorize a consumer report or investigative report by completing the TMH "Authorization of Consumer Report or Investigative Report" form. In the event that the applicant/staff member refuses to authorize the consumer report or investigative report, an offer of employment will not be extended.
- E. The consumer report or investigative report may include a credit report, social security number verification, employment verification, reference checks and other background reviews that are deemed appropriate by TMH. At a minimum, the investigative reports for all physician and non-physician job candidates must include the following searches: Criminal record, GSA List of Parties Excluded from Federal Programs, and OIG Cumulative Sanction Report.
- F. If it is found that the information provided on the application form is false by omission or commission, the TMH colleague is to be released from employment immediately if already hired or if not yet hired, removed from consideration for hire. Once removed from consideration or terminated no further consideration will be given for employment at any future date.

- G. The fact that an individual has been convicted of a felony or other offense shall not, in and of itself prevent the individual from applying and being employed at TMH; however, in the event that the nature of the arrest(s) or conviction(s) may affect the candidate's performance of the responsibilities of the position for which they are applying or in which they are employed, then the Chief Human Resource Officer shall be consulted before extending an offer of employment.
1. In compliance with EEOC regulations, there must be a "justifying business necessity" to base a hiring decision upon a conviction record. Recruiters will consider the following to determine "business justification":
 - a. The nature and gravity of the offense or offenses.
 - b. The time that has passed since the conviction and/or completion of the sentence.
 - c. The nature of the job held or sought.
 2. TMH will not base an employment decision on the conviction record of an applicant or TMH colleague absent business necessity. Business necessity can be established when the applicant or TMH colleague is or has engaged in conduct which is particularly egregious or related to the position to which the individual is applying.
 3. Employment may be denied solely based upon arrest records if it is apparent that the applicant is likely to have engaged in the conduct for which he/she was arrested. The recruiter will allow the applicant to provide an explanation and consider the explanation, verifying the information via contacting relative police departments and/or previous employers and/or the company, if any, conducting the background check. TMH will allow the applicant a reasonable opportunity to explain the circumstances of the arrest(s) and will make a reasonable effort to determine whether the explanation is credible before eliminating the applicant from employment.
 4. If such conduct may be negatively related to the job for which the applicant is applying, TMH employment may be denied to any applicant based upon any prior conduct which indicates he/she may be unfit for the position applied for, whether that conduct is evidenced by an arrest, conviction or other information provided to TMH. It is the conduct, not the arrest not the arrest or conviction per se, which will be given careful consideration in relation to the position sought.
 5. Any time there is a probability that an applicant may pose a threat to the safety and/or well-being of others, the applicant will not be hired.
- H. All actions taken relative to the consumer report and/or investigative report information shall be in compliance with federal and state law.

- I. The information provided within all consumer reports and/or investigative reports shall remain confidential and shall only be released to the hiring authority; however, the applicant/TMH colleague and those that have a legal right to know may review the information contained within the consumer report and/or investigative report.
- J. Consumer report and/or investigative report information shall be maintained within the Human Resources department in a file separate from the TMH colleague's file.
- K. Reports containing information that is seven or more years old shall not be requested or acquired unless the applicant is being considered for a position with annual compensation of \$75,000.00 or more.
- L. If TMH does not hire an applicant due in whole or in part to the information within that applicant's consumer report and/or investigative report, TMH shall notify the applicant of such before a final decision to deny employment by TMH is made and shall include a copy of the consumer report and/or investigative report accompanied by a statement of the applicant's rights under the Fair Credit Reporting Act. The notice will be submitted to the applicant in writing and will contain the name, address and telephone number of the agency that issued the applicant's consumer report and/or investigative report. The notice shall also include a statement that the reporting agency did not make the decision to deny employment, and that the reporting agency is not able to provide the applicant with the specific reasons why he/she is not hired.
- M. TMH will provide certification to the reporting agency that the applicant's consumer report(s) and/or investigative report(s) will only be utilized for employment purposes.
- N. In addition to the background check upon initial employment, physician TMH colleagues are tracked and reported to the National Practitioner Data Bank.

III. REFERENCE

Equal Employment Opportunity Commission (EEOC)
Excluded Parties Listing Systems <http://www.epls.gov>
Fair Credit Reporting Act (FCRA)
Office of the Investigator General <http://exclusions.oig.hhs.gov/search.html>

Original with Signature on File in Human Resources Administration

Robert L. Moore, Jr., Esq., SPHR
Vice President/Chief Human Resources Officer

Policy and Procedure Review and Revision History:

Created: February 1, 2005 (A-14)

Revised: May 19, 2005 (A-14)

Revised: August 27, 2010 (A-14)

Revised: October 1, 2014 (A-14)

I understand that Tallahassee Memorial HealthCare, Inc. (TMH) will use Sterling InfoSystems Inc., 249 West 17th Street, New York, NY 10011, (877) 424-2457 to obtain a consumer report and/or investigative consumer report ("Report") as part of the hiring process. I also understand that if hired, to the extent permitted by law, TMH may obtain further Reports from STERLING so as to update, renew or extend my employment.

I understand Sterling InfoSystems Inc.'s ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of this investigation sought is by Criminal Background Check and SSN Trace.

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if TMH makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify TMH within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Sterling InfoSystems, Inc. | 249 W 17th St. 6th Floor, New York, NY 10011 | 877-424-2457 | or | 5750 West Oaks Boulevard, Ste. 100 Rocklin, CA 95765 | 800-943-2589 |



California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only: I have the right to request a copy of any Report obtained by TMH from STERLING by checking the box. (Check only if you wish to receive a copy)



California, Connecticut, Maryland, Oregon, Vermont and Washington State Applicants Only (AS APPLICABLE): I further understand that TMH will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution (California, Connecticut and Vermont only – in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code and in Vermont it must be a financial institution as defined in 8 V.S.A. § 11101(32) or a credit union as defined in 8 V.S.A. § 30101(5)); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only); (iv) I am seeking employment in a position which involves access to confidential financial information (Vermont only); (v) I am seeking employment in a position which requires a financial fiduciary responsibility to the employer or a client of the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts (Vermont only); (vi) TMH can demonstrate that the information is a valid and reliable predictor of employee performance in the specific position being sought or held; (vii) I am seeking employment in a position that involves access to an employer's payroll information (Vermont only); (viii) **the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (complete the question below)** (Connecticut, Maryland, Oregon and Washington only); (ix) I am seeking employment as a covered law enforcement officer, emergency medical personnel, firefighter police officer, peace officer or other law enforcement position (California, Oregon and Vermont only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union and in Vermont the law enforcement officer position must be as defined in 20 V.S.A. § 2358, the emergency medical personnel must be as defined in 24 V.S.A. § 2651(6), and the firefighter position must be as defined in 20 V.S.A. § 3151(3)); (x) the TMH reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only); (xi) I am seeking a position with the state Department of Justice (California only); (xii) I am seeking a position as an exempt managerial employee (California only); and/or (xiii) I am seeking employment in a position (other than regular solicitation of credit card applications at a retail establishment) that involves regular access to all of the following personal information of any one person: bank or credit card account information, social security number, and date of birth., I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

Bona fide reasons why TMH considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California and Vermont the TMH'S basis for the credit check.

NY Applicants Only: I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

California Applicants and Residents: If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://sterlinginfosystems.com/privacy> to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

Initials: _____

****PLEASE PRINT ALL INFORMATION CLEARLY****

LAST NAME

FIRST NAME

MIDDLE NAME

PREVIOUS NAMES OR MAIDEN NAME

_____/_____/_____
DATE OF BIRTH

SOCIAL SECURITY NUMBER

DRIVER'S LICENSE NUMBER

ISSUING STATE

PRIMARY PHONE NUMBER

CURRENT ADDRESS

CITY

STATE

ZIPCODE

#YRS AT ADDRESS

PREVIOUS ADDRESS

CITY

STATE

ZIPCODE

#YRS AT ADDRESS

Gender: Male Female

Have you ever resided in any of these states?

New Hampshire Idaho Nevada Virginia

* requires additional consent form

I hereby consent to this investigation and authorize Tallahassee Memorial HealthCare, Inc. to procure a report on my background.

Received and Authorized by:

Print Full Name

Signature

Date

Applicant #

Start Date:

Dept:

Recruiter:

STERLING

Submitted

Initial

Returned

Initial

CLEARED

Order Number

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

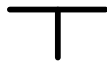
A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.



• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive Mclean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

SAMPLE LETTER FOR SELECTION DENIAL

Date

Applicant Name
Address
City, State, Zip

Dear Applicant:

As you authorized via the completion of the Tallahassee Memorial HealthCare, Inc. application and “Authorization to Conduct Consumer and/or Investigative Reports”, TMH has recently completed your pre-placement background check as a part of our TMH colleague selection process. We hereby inform you that there is information contained within the reports authorized by you, which we received, which if accurate, will alone or in combination with other factors prevent us from offering you employment at this time. A copy of the report and your rights under the Fair Credit Reporting Act are enclosed for your review.

If, after reviewing the report, you believe that the information presented therein is inaccurate, and/or you want to know what information contained within the report prevented us from making an offer, we ask that you contact us at (850) 431-5205 within five calendar days. If you do not contact us within the five-day period, we will assume that you no longer wish to pursue employment with TMH.

Your report was furnished to us by Sterling InfoSystems, Inc., 249 West 17th Street, New York, NY 10011. They may be contacted via mail at this address or you may telephone them at (800) 899-2272. Sterling did provide your report, but they had no part in rendering an employment decision and will not be able to inform you of the specific reasons for which you may not be employed.

Enclosed with your report is a description of your rights as described within the federal Fair Credit Reporting Act. In compliance with the law, you have the right to dispute, directly with Sterling, any information within your report. Sterling will investigate the disputed information or delete the disputed items within your report within 30 days of receipt of your notice of dispute.

If the information you dispute is found to be inaccurate or incomplete, or if the information within your report cannot be verified, Sterling will promptly modify or delete the information. Sterling will also provide notification of your dispute to any person who provided the information that you dispute, within five days of receiving your notice of dispute.

The enclosed “Summary of Rights” provides additional information about your rights in accordance with the Fair Credit Reporting Act. You have the right to obtain an additional free copy of the enclosed report if you request it directly from Sterling within 60 days of the postmark of this letter.

Sincerely,

Tallahassee Memorial HealthCare Recruiter

**TALLAHASSEE MEMORIAL HEALTHCARE, INC.
ACCESS AUTHORIZATION AGREEMENT**

I understand that as a designated representative of Tallahassee Memorial HealthCare, Inc., I am authorized to request and receive consumer reports from a consumer-reporting agency.

I hereby agree that I shall only request consumer reports for applicants for employment or TMH colleagues for legitimate employment purposes. I further agree not to obtain these reports on myself, for current colleagues or any other person except in the exercise of my official duties for and on behalf of TMH, and only for lawful purposes.

I agree to keep confidential the passwords and user identification numbers with which to access reports from the consumer reporting agency and will not share these numbers with other persons who do not have an official responsibility to obtain such reports.

I understand the Fair Credit Report Act stipulates that anyone who knowingly and willfully obtains information regarding an individual from a consumer-reporting agency under false pretenses shall be subject to fines and/or imprisonment.

I hereby indemnify TMH and the consumer reporting agency from any actions on my part deemed unlawful by the provisions of the Fair Credit Reporting Act.

Tallahassee Memorial HealthCare Recruiter:

Name (Print)

Signature

Date

The FCRA gives several different federal agencies authority to enforce the FCRA:

For Questions of Concerns Regarding:	Please Contact:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20980 (202) 326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “NA” appear in or after bank’s name)	Office of the Controller of the Currency/Compliance Management Mail Stop 6-6 Washington, DC 20219 (800) 613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Consumer and Community Affairs Washington, DC 20551 (202) 452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “FSB” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 (800) 847-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 (703) 518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corp. Division of Compliance & Consumer Affairs Washington, DC 20429 800 934-FDIC (934-3342)
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or the Insurance Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 (202) 366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator GIPSA Washington, DC 20250 (202) 720-7051

**Agencies That May be Utilized by Tallahassee Memorial HealthCare, Inc. to
Conduct Background Checks**

One or all of the following agencies may be utilized in conducting background checks on prospective TMH colleagues:

**FLORIDA CRIMINAL
BACKGROUND CHECKS**

FDLE

Tallahassee, FL

Phone: (850) 410-8224

Fingerprint Check

FDLE

User Services Bureau

P.O. Box 1489

Tallahassee, FL 32302-1489

Leon County Criminal Background Check

Leon County Sheriff's Department

Records

2825 Municipal Way

Tallahassee, FL 32301

**Leon County Criminal Background
Check**

Specific to Child Care Personnel

Florida Statutes 402.302

Leon County Sheriff's Department

P.O. Box 727

Tallahassee, FL 32301

**OUT OF STATE CRIMINAL
BACKGROUND CHECKS**

Sterling InfoSystems, Inc.

Website: www.sterlinginfosystems.com

Phone: (800) 899-2272

CANDIDATE HEALTH CLEARANCE

Occupational Health

1211 TMH Court

Tallahassee, FL 32308

Phone: (850) 431-5873

DRUG TESTING

QUEST Diagnostics

1898 Buford Blvd.

Tallahassee, FL 32308

Phone: (850) 877-6111

and

1605 East Plaza Drive

Tallahassee, FL 32308

Phone: (850) 877-5171

Who is required to be screened?

Each licensed facility may be subject to some form of screening as required by Florida Statute. The type and frequency of screening depends on the type of facility license. The following is a list of required screenings:

Facility/Service Type	Owner / Administrator	Financial Officer	Employees and Contractors providing Direct Care Services	Employees that have access to client property, funds or living areas
Abortion Clinics	Level 2	Level 2	--	--
Adult Day Care Centers	Level 2	Level 2	Level 2	Level 2
Adult Family Care Homes	Level 2	--	Level 2	Level 2
Ambulatory Surgery Centers	Level 2	Level 2	--	--
Assisted Living Facilities	Level 2	Level 2	Level 2	Level 2
Birth Centers	Level 2	Level 2	--	--
Clinical Laboratories: Clinical Laboratories Performing Non-waived Testing (including physician performed microscopic tests)	Level 2	Level 2	--	--
Community Mental Health	--	--	Level 2	Level 2
Crisis Stabilization Units	Level 2	Level 2	Level 2	Level 2
Drug Free Workplace	Level 2	Level 2	--	--
Health Care Service Pools	Level 2	Level 2	Level 2	Level 2
Health Care Clinics	Level 2 <i>(includes owners with 10% or more interest in clinic)</i>	Level 2	Level 2 (includes Medical Director, Clinical Director and all licensed health care providers)	Level 2
Home Health Agencies	Level 2	Level 2	Level 2	Level 2
Homemaker, Sitter, Companion Agencies	Level 2	Level 2	Level 2	Level 2
Home Medical Equipment Providers	Level 2	Level 2	Level 2	Level 2
Homes for Special Services	Level 2	Level 2	Level 2	Level 2

Facility/Service Type	Owner / Administrator	Financial Officer	Employees and Contractors providing Direct Care Services	Employees that have access to client property, funds or living areas
Hospice	Level 2	Level 2	Level 2	Level 2
Hospitals	Level 2	Level 2	Level 2 (includes only staff working within mental health or psychiatric centers)	--
ICF/DDs	Level 2	Level 2	Level 2	Level 2
Medicaid Contracted Facilities	Level 2	Level 2	Level 2	Level 2
Multiphasic Health Testing Centers	Level 2	Level 2	--	--
Nurse Registries	Level 2	Level 2	Level 2	Level 2
Nursing Homes	Level 2	Level 2	Level 2	Level 2
Organ Procurement Organizations, Tissue Banks, Eye Banks	Level 2	Level 2	--	--
Prescribed Pediatric Extended Care Centers	Level 2	Level 2	Level 2	Level 2
Risk Managers	Level 2	**	**	**
Residential Treatment Centers	Level 2	Level 2	Level 2	Level 2
Residential Treatment Facilities	Level 2	Level 2	Level 2	Level 2
Transitional Living Facilities	Level 2	Level 2	Level 2	Level 2

** Risk Managers are licensed individuals.