

Compliance Maintenance

Within 24 Hours: (New Hires (Drivers) / Vehicles)

- ✓ Employee Status Notification Form –returned to LCP Compliance
- ✓ Vehicle & Driver’s List (adds, edits, or removals)
- ✓ Background, MVR, Drug Screen (10 panel + alcohol) & DL
- ✓ OIG & SAM
- ✓ HIPAA & FWA Acknowledgement

Monthly Checks:

- ✓ IHCP – Maintain Active Status
- ✓ OIG & SAM (Monthly – by the 6th of the month)
- ✓ Updated Driver & Vehicle List (w/adds, edits or removals)

Bi-Annual Checks:

- ✓ Background, MVR, Random Drug Screen (10 panel) & DL# for all Drivers

Annual Checks:

- ✓ Acord Certificate of Liability Insurance & Work Comp or Clearance Cert.
- ✓ Background, MVR, Drug Screen(10 panel + alcohol) & DL# for all Drivers
- ✓ Transportation Authority (prior to expiration)
- ✓ Annual Attestation (prior to expiration)
- ✓ Vehicle & Driver’s List (w/adds, edits, or removals)
- ✓ HIPPA & FWA (Annually for all employees)
- ✓ Provider Agreement or Annual Attestation



LCP TRANSPORTATION

Employee Status Notification / Credentialing & Compliance Checklist
 (Reporting: New Hires, Terminations & Current Employee Information & Compliance Requirements)

To enroll and maintain compliance as a vendor partner for LCP Transportation, vendors must complete the below form and fulfill the credentialing and compliance requirements for all company staff and drivers. All information can be emailed to: vendorsupport@lcptransportation.com

New Hire /Termination Information

Vendor Company Name:				
Employee Full Name:				
Employee Status:	<input type="checkbox"/> New	<input type="checkbox"/> Current	<input type="checkbox"/> Terminated	Status Date: (Hire/Term Date)
Transporting Start Date: (First Day to Transport for LCP)			/ /	/ /
Date of Birth:			/ /	Driver's License #: Exp: / /
Job Position / Title:	<input type="checkbox"/> Driver <input type="checkbox"/> Office (If Office employee, list position):			

Checklist - Credentialing and Compliance Requirements & Timelines				
	24 Hrs./Prior to Transporting	Monthly (6 th Day)	Bi-Annual	Annual
New Hire (Driver):				
Form Completion Information (Top Section):	✓			
National Criminal Background Check (include National, State & Sex Offender)	✓			
10 Panel drug & alcohol (ethanol) test:	✓			
Motor Vehicle Report (MVR):	✓			
Copy of Driver's License	✓			
OIG/SAM Report & Acknowledgement	✓			
HIPAA Training & Acknowledgement	✓			
FWA Training & Acknowledgement	✓			
Current Employee (Driver):				
1 st Report - National Criminal Background Check (include National, State & Sex Offender)			✓	
2 nd Report- Background Check (Indiana my case site) https://public.courts.in.gov/mycase/#/vw/Search				
10 Panel drug & alcohol (ethanol) test:			✓	
Motor Vehicle Report (MVR):			✓	
OIG/SAM Report & Acknowledgement		✓		
HIPAA Training & Acknowledgement				✓
FWA Training & Acknowledgement				✓
New or Current Employee (Office):				
Form Completion Information (Top Section):	✓			
OIG/SAM Report & Acknowledgement		✓		
HIPAA Training & Acknowledgement				✓
FWA Training & Acknowledgement				✓

Background checks completed on my case: <https://public.courts.in.gov/mycase/#/vw/Search>
 Drivers can not have any felony on background check (must be dismissed or expunged).
 Backgrounds for current employee – 1st Background report - must be an ordered report / 2nd Background can be completed through My Case