



How To Search For Multiple Individuals And Entities

16 steps | 4 minutes



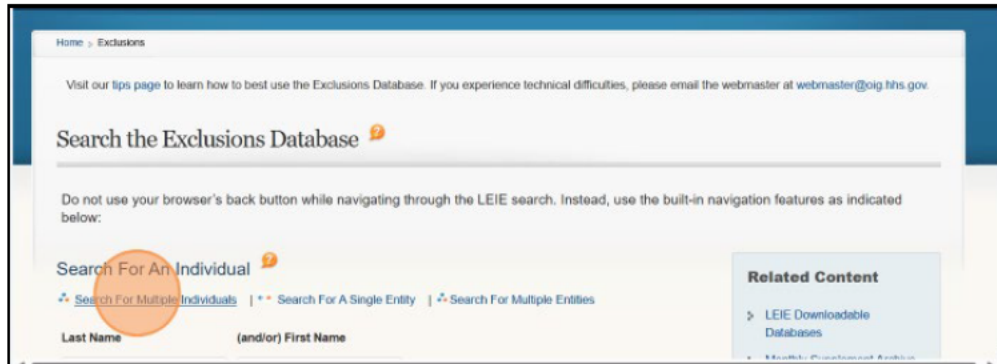
1

Navigate to <https://exclusions.oig.hhs.gov/Default.aspx>



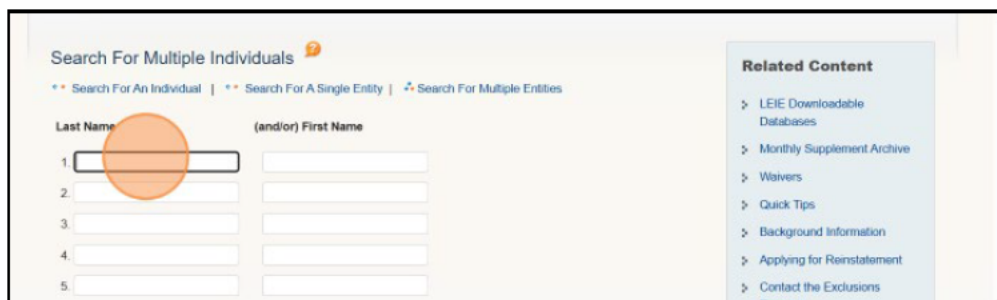
2

Click "Search For Multiple Individuals"



3

Click the 1st text field



- 4 Type "Last Name **tab** First Name **tab** Last Name **tab** First Name" Continue until you have searched all physicians, staff, and contract workers.

5 Click Search

The screenshot shows a search form with five rows of input fields. Each row has a 'Last Name' field and a 'First Name' field. Below the fields are two buttons: 'Search' (highlighted with an orange circle) and 'Clear'. To the right of the form is a sidebar with a list of links: 'Waivers', 'Quick Tips', 'Background Information', 'Applying for Reinstatement', 'Contact the Exclusions Program', 'Frequently Asked Questions', and 'Special Advisory Bulletin and Other Guidance'.

6 Right-click to print or electronically file

The screenshot shows the 'Exclusions Search Results: Individuals' page. It displays a message: 'No Results were found for' followed by two bullet points: 'Last Name , First Name' and 'Last Name , First Name'. Below this is a note: 'If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation.' At the bottom left is a 'Search Again' link, which is highlighted with an orange circle.

7 Click "Search Again" if you have more individuals to enter.

This screenshot is a closer view of the 'Exclusions Search Results: Individuals' page. It shows the 'Search Again' link at the bottom left, which is highlighted with an orange circle. The text 'Search conducted 3/11/2025 11:34:04 AM EST on OIG LEIE Exclusions database.' is visible at the bottom.

8 "Continue until you have searched everyone"

9 Click "Search For Multiple Entities"

The screenshot shows the 'Search the Exclusions Database' page. It includes a warning: 'Do not use your browser's back button while navigating through the LEIE search. Instead, use the built-in navigation features as indicated below:'. Below this is a section titled 'Search For An Individual' with three links: 'Search For Multiple Individuals', 'Search For A Single Entity', and 'Search For Multiple Entities' (highlighted with an orange circle). To the right is a 'Related Content' section with a link to 'LEIE Downloadable Database'.

10 Click the 1st text field

Search For Multiple Entities 

[Search For A Single Entity](#) |
 [Search For An Individual](#) |
 [Search For Multiple Individuals](#)

Entity Names

-
-
-
-

Related Content

- LEIE Downloadable Databases
- Monthly Supplement Archive
- Waivers
- Quick Tips
- Background Information
- Applying for Reinstatement

- 11 Type "Clinic name" **tab** other entity (search both DBA and Legal name if there is a difference) Some suggestions are in the pane below.

12 Click search

Entity Names

- Clinic DBA
- Clinic Legal
- DME and associates
- EHR Company

 Search  Clear

Databases

- Monthly Supplement Archive
- Waivers
- Quick Tips
- Background Information
- Applying for Reinstatement
- Contact the Exclusions Program
- Frequently Asked Questions

13 Right-click to print or electronically file

Exclusions Search Results: Entities 

No Results were found for

- Clinic DBA
- Clinic Legal
- DME and associates
- EHR Company

 If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#)

14 Right-click "Search Again" if you have more entities to search

 If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#)

Search conducted 3/11/2025 11:36:49 AM EST on OIG LEIE Exclusions database.

- 15 Continue until all Physicians, Staff, Contract person, and Entities are searched. Either print for paper filing or electronically file. Search should be conducted every month and retained for 10 years.

- 16 If results are discovered, your office should have a policy to cover what happens next.