

**Approval Guidelines for Indirect Suppliers  
Performing Services Unescorted at a Cardinal Health Facility  
Cardinal Health / CAH**

<b>Item Designation</b>	<b>Definition</b>
MEETS COMPANY STANDARDS	Meets Company Standards. Supplier's employee's background check results do not trigger any of the defined approval criteria and supplier will be permitted to use the employee to perform services unescorted at Cardinal Health facilities.
PENDING	Supplier's employee's background check results have triggered some questions. Information should be submitted to Cardinal Health for review and approval by a member of Cardinal Health's global security team to determine whether supplier will be permitted to use the employee to perform services unescorted at Cardinal Health facilities.
DOES NOT MEET COMPANY STANDARDS (NOT APPROVED)	Supplier's employee's background check results have triggered the defined adjudication criteria and supplier agrees not to assign the employee to perform services unescorted at Cardinal Health facilities.

**Social Security Trace (SSN)**

1	Valid SSN Trace	Meets
2	No data age 21 and older	Pending
3	No DOB available	Pending
4	No data under 21	Meets

**Criminal Records**

1	No Record Found or clear record	Meets
2	Court disposition of not guilty, nolle prosequere, waived or dismissed	Meets
3	Convictions involving violence, threats, or use of force	Pending
4	Convictions involving theft or dishonesty	Pending
5	Convictions involving drugs	Pending
6	Convictions involving computer crimes	Pending
7	Pending Charges involving violence, threats, or use of force	Pending
8	Pending charges involving theft or dishonesty	Pending
9	Pending charges involving drugs	Pending
10	Pending charges involving computer crimes	Pending
11	Felony convictions for acts not covered above	Pending
12	Misdemeanor convictions for acts not covered above	Pending
13	Pending charges for acts not covered above	Pending
14	Traffic or vehicle code violation (Use MVR guidelines if included)	If no MVR – Meets; If MVR – Pending

**Education Records\***

1	Degree matched	Meets
2	Degree Dates matched (within 1 year), major differs slightly	Meets
3	Major differs dramatically	Pending
4	No degree awarded	Pending
5	Registrar's office found no record of applicant, but applicant is able to provide copy of degree	Pending

\*enrollment dates are not considered for approval

**Employment Records**

1	Company name, Employee title, and dates of employment match/consistent	Meets
2	Dates off by no more than 12 months or less including when dates verified extend longer than supplied date.	Meets
3a	Salary differs more than \$5000 or 10% (whichever is less)	Pending
3b	Employer cannot verify salary	Meets
4a	Title differs dramatically	Pending
4b	Employer cannot verify title or title varies slightly	Meets
5	Employer found no record of applicant, but applicant is able to provide pay stub or W-2 form	Meets
6	"Unable to verify" due to lack of employer response, self-employed, or employer found no record	Pending Or Meets if 5 applies
7	Do not contact current employer	Meets

**Motor Vehicle Record**

1	Invalid driver's license	Not Recommended
2	Current suspended license, revoked, or expired	Not Recommended
3	Four or more moving violations within the last 3 years	Pending
4	Two or more violations and/or accidents within the last 12 months	Pending
5	Conviction for drunk driving, drugged driving, operating a motor vehicle under the influence of drugs or alcohol, or other similar offense (e.g., DUI, DWI)	Pending
6	Conviction for crime involving the use of a motor vehicle	Pending
7	Conviction for using false or fictitious registration plates or driver's license	Pending
8	Pending charges for drunk driving, drugged driving, operating a motor vehicle under the influence of drugs or alcohol, or other similar offense (e.g., DUI, DWI)	Pending
9	Pending charge for crime involving the use of a motor vehicle	Pending
10	Pending charge for using false or fictitious registration plates or driver's license	Pending
11	All other negative information	Pending

**Drug Testing**

1	Negative results	Meets
2	Positive results	Not Recommended
3	Diluted specimen – Negative	Pending

**DOT Verifications**

1	Data returned – All “No” answers	Meets
2	Data returned – One or more “Yes” answers	Pending
3	No data returned	Pending

**Physical Examination**

1	Data is returned from Medical Examiner – Applicant passes the physical	Meets
2	Data is returned from M.E. – Applicant does not pass the physical	Pending
3	Data is returned from M.E. – Applicant passes with restrictions	Pending
4	Data is returned from M.E. – Applicant passes with restrictions for corrective lenses.	Meets
5	No data returned	Pending

**Sexual Offense Registry**

1	Registered sex offender	Pending
2	Information comes back as No record	Meets

**Prohibited Parties**

1	No data is found	Meets
2	Match is found	Pending

**National Criminal Database**

1	If anything is found	Extend the search to include for county, and adjudicate per the Court Records
---	----------------------	---

**Healthcare Sanctions (FACIS)**

1	No data is found	Meets
2	Match is found	Pending

**Professional License Verification**

1	Valid	Meets
2	Discrepancy Found	Pending

**General Guidelines**

Any questionable items will be designated as Pending for all sub requests