

Nursing Personnel File Sharing

Avel eCare will comply with a request from an IHS Service Unit for segments of a nursing personnel file when requested from a surveyor, such as The Joint Commission or a state surveyor acting on behalf of CMS. The information provided will be for the individual Avel nursing personnel identified by the surveyor. Avel will also comply with a request from an IHS Service Unit to test the process up to twice per year on one Avel nursing personnel file. The following is a listing of what will be provided for each category of nursing personnel providing service to IHS Service Units. Segments of Avel nursing personnel files will not include sensitive information, such as DOB and SSN per Avel policy.

Avel Emergency Nurses

Information to be provided:

- TNCC, ENPC or PALS, ACLS, BLS, NRP: Completion required within one year of hire.
- CEN or other Certification: Completion required after hire.
- Licensure
- Evidence of Baseline Competence: Validated via general orientation, new hire learning modules, annual education and department specific education. Department specific content/curriculum will be provided upon request.
- Copy of Diploma or Transcript: Copy unavailable as it is not maintained per job description requirements, however, appropriate education is a precursor to licensure.
- Proof of OIG Exclusion: Avel will provide an affirmation statement that as part of the Avel employment process, a background investigation is conducted, including Social Security Number ID Validation, County Criminal Search, National Criminal Database, OIG, GSA and National Sex Offender Registry.

Avel Specialty Clinic Nurses

Information to be provided:

- Licensure
- Evidence of Baseline Competence: Validated via general orientation, new hire learning modules, annual education and department specific education. Department specific content/curriculum will be provided upon request.
- Copy of Diploma or Transcript: Copy unavailable as it is not maintained per job description requirements, however, appropriate education is a precursor to licensure.
- Proof of OIG Exclusion: Avel will provide an affirmation statement that as part of the Avel employment process, a background investigation is conducted, including Social Security Number ID Validation, County Criminal Search, National Criminal Database, OIG, GSA and National Sex Offender Registry.

eCare Nursing Personnel File Sharing

eBehavioral Health Assessment Nurses

Information to be provided:

- Licensure
- Evidence of Baseline Competence: Validated via general orientation, new hire learning modules, annual education and department-specific education. Department-specific content/curriculum will be provided upon request.
- Copy of Diploma or Transcript: Copy unavailable as it is not maintained per the job description requirements; however, appropriate education is a precursor to licensure.
- Proof of OIG Exclusion: Avel will provide a statement confirming that as part of the employment process a background investigation, including Social Security Number ID Validation, County Criminal Search, National Criminal Database, OIG, GSA and National Sex Offender Registry is conducted.

Requests for eCare nursing personnel files should be directed to the Avel eCare Specialty Clinic 833-351-4482 or the Account Executive Team at: AccountExecutives@avelecare.com. Avel Human Resources, Avel Education and each service line will be activated to compile the requested information which will then be sent securely to the requester from the IHS Service Unit.