



Accutrace, Inc. Full Credentialing Services Fact Sheet

Getting an Applicant File Complete: Calls and emails to the applicant; collecting paperwork and documents; reviewing forms for accuracy; calls to employers, getting the right type of reference, reviewing transcripts and work history; coordinating tests and exams. A lot of time and effort goes into getting an applicant ready for on-boarding. Accutrace is ready to assist.

Accutrace goes far beyond the traditional screening organization with its capability of managing a candidate or file through the screening and on boarding process. Accutrace can deliver a fully complete applicant file according to the customer's specifications. This is done by working directly with applicants to ensure all paperwork and forms are collected, reviewed and verified. This is particularly useful when dealing with in highly regulated fields such as hospital staff, civilians being placed onto military installations. Our specialized teams of screeners know the "*ins and outs*" of credentialing for this industries

Full Credentialing Service Components:

- Full applicant on-boarding and credentialing packages
- Dealing Directly with Applicant to bring through your hiring process
- Paperwork, forms and document collection and review
- Applicant online self-registration and payment for screening
- FCRA support and Adverse-Action fulfillment

Screenings and Background Verifications:

- Criminal History Records Search (county, statewide, nationwide, federal)
- Verifications (education, licensures, work history, references)
- I9, E-Verify, SSN and Address Trace Identity Verifications
- Sanctions & Exclusions (FACIS, OIG, GSA, NPDB, DEA)
- Physician privileging and healthcare provider credentialing
- Job readiness physicals and health screening
- Drug testing
- Driving Records History

With more than 20 years of experience, the owners of Accutrace understands screening and credentialing. Accutrace, Inc. provides a full-spectrum of domestic and international background screening, occupational health and credentialing solutions for businesses and organizations of all sizes. Our full suite of screening, testing and credentialing services range from data verification and collection to full-credentialing as well as proactive credentials tracking. With Accutrace you always get complete, concise, compliant and accurate reports at the right price and under deadline. Results are delivered directly to you via your method of choice, including our user-friendly and secure web-based ordering system, email/fax or integrated ATS/HRIS technology.

Simply stated, we provide you with the resources necessary to get the "*job done*" while making safe and informed decisions. Accutrace will design the right solution for you.

How Accutrace Drives Best Practices

Accutrace delivers more than two decades of experience and expertise. Throughout our history we have helped to shape industry practices and have led many technical and operational initiatives. We consult with each client to help identify, implement, and sustain best practices throughout each background screening solution.

Statutory and Regulatory Compliance All Accutrace services, from criminal background checks and fingerprinting, to drug testing and adverse action notification, are executed in full compliance with state, federal, and industry rules and regulations. We work closely with legislative officials as well as regulatory agencies such as TSA, FAA, DOT, FCRA and the U.S. State Department to ensure our services, and our clients' screening practices, meet or exceed all mandates.

Limiting Risk and Liability Accutrace works with each client to identify the most effective suite of services to limit exposure to risk and liability. Whether it be risk of financial fraud, intellectual property security, workplace misconduct, theft, harassment or other liability, Accutrace can help clients identify consistent and effective employment screening practices.

Identifying High-Value Applicants Accutrace offers a broad-range of screening services that provide a wealth of accurate and relevant applicant data for use in selecting the best-qualified applicants. We help clients design job-based screening packages that identify and disclose the highly relevant details necessary for thorough hiring evaluations in each job position.



Economy and Efficiency Accutrace can help design service packages that maximize screening benefits, while also containing cost-per-hire. Our workflow solutions, administrative services and management controls also help drive down costs-per-transaction and reduce the time invested by your staff.

Organizational Control Accutrace can enhance the administration and oversight of screening programs for large and/or complex organizations. Our management and invoice systems can define multiple service groups, by business unit, department, region, franchise or other segmentation. Well-defined service groups improve both compliance and cost allocation.



Process Automation/Integration Accutrace can help automate aspects of HR workflow to help ensure adherence to employment procedures. Our user interface integrates diverse screening, administrative and management services within a single, easy-to-use platform.

Systems Integration Accutrace services can be incorporated into your existing workflow solution through integration with your proprietary or third-party HRMS or ATS. Systems integration strengthens the strategic contribution that screening services can make to your organization.

Administrative Services Accutrace provides administrative services solutions, such as adjudication, FCRA compliance and online application processing, to help clients improve compliance, speed transaction processing and reduce employee overhead.

Detailed Reporting Accutrace offers an extensive array of built-in reporting controls that provide easy, on-demand access to highly-detailed usage reports. We can also provide customized reports through a variety of channels to ensure you have complete access to the data necessary for effective management.

Please call for more information: 888-543-7223