

Delaware Health and Social Services Division of Long Term Care Residents Protection

Background Check Center (BCC)

User Fee-Payment Webinar and other BCC Updates September 17,18,&19, 2013



In order to reduce background noise, please mute your phones

• *6 to mute

Thank you!!!



NOTICE TO ALL PROVIDERS !

Effective 10/1/2013, Providers will incur a User Fee of \$25.00 for each new Applicants at the point when the Preliminary Hiring Decision is made to continue with the hiring process.

Use of the BCC prior to this point to complete public registry checks does not incur a fee.



Today's content includes...

1. Step-by-step instructions for E-Payment

2. Updates

- a. Update on Professional Regulation
- b. Update on LabCorp electronic drug test results
- c. BCC procedure when promoting an employee
- d. Conditional hire expiration (60 days)
- e. User Pending Activation
- f. A note about accuracy when inputting Applicant data
- g. Update on Service Letter upgrade
- h. "Enter Existing Employee" Tab after 10/1/2013



E-Payment – Step 1 The Preliminary Hiring Decision

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Need Help? Contact the DHSS HelpDesk at (302) 255-9150 System: Background Check Center - Test: Database: Dbcc: Version: 08/20/2013 Date: 08/20/2013



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	erv 2 rkwood-St. Georges Rd E 197012272	rafa bobe 11/11/1980 XXX-XX-9065	No payment account has been established yet, for your Facility in the BCC. You cannot proceed past this point until the account is established. A Corporate Administrator-level user for your Facility must establish your payment account by making the first Application payment. This is required before payments can be made by Human Resources-level users for processing Applications beyond this point.	Items: \$ 25.00 Tax: \$0.00 Order Total: \$ 25.00 By clicking on the Make Payment button you agreed that BCC will

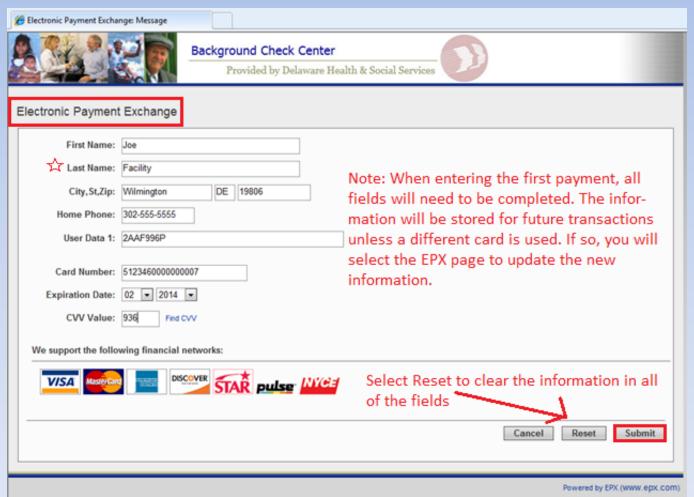


Step 2 – Verifying Information for Payment

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Step 3 – Entering Credit Card Data for the First Time





Step 4 – Printing Transaction Receipt

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🏉 Receipt	
	Background Check Center Provided by Delaware Health & Social Services
Electronic Payment E	Exchange
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Your transaction w	as approved!
Response Text:	No match
Authorization Number:	
Response Code:	00
Reference Guid: Amount:	09KBL8MFHETH1BENVI \$25.00
Amount	\$22.00
DBA	
123 My Street	
Wilmington, DE 1980	
9/13/2013 8:41:54 PM	1
Sale	
Merchant ID:	900502
Batch ID#:	20130913
Tran ID#:	30
Operator:	HeaterAnd
Credit Card: Acct #:	MasterCard *0007
Auth Code:	003080
AVS:	Yes
Ref #:	05XBL8MFHETH1BENV
Total:	\$25.00
ECOM Signature	BOVE TOTAL AMOUNT ACCORDING TO THE CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER).
	Print Continue

Powered by EPX (WWW.epX.com)



Step 5 – Acknowledgement of Payment Received

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shboard Enter New Application	n Enter Existing Em	ployee Search Application	s Manage Users	Account Settings	Reports	Resources
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Step 6 – Continue Hiring Process in the BCC

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Step 7 – Review Payment Transaction Report

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Home » Provi	der » Reports						
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Step 8 – Select the Transactions you wish to Review

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BCC Updates

- a. Update on Professional Regulation
- b. Update on LabCorp electronic drug test results
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QUESTIONS



THANK YOU!