CredGuard Credential Audit Binder

A free working template for any healthcare employer to track every staff license, certification, and training record, and to show proof of it on an audit or survey.

What's inside:

1. Staff Credential Roster - one row per staff member per credential, with expiration tracking.
2. Monthly OIG Exclusion Check Log - a dated record of every federal and state exclusion-list check.
3. Renewal Calendar - a 12-month view of what's coming due.
4. Audit-Day Readiness Checklist - a short list to walk the day an audit or survey lands.

A companion fillable spreadsheet (XLSX, opens in Excel or Google Sheets) carries the same four sections with live formulas for expiration tracking. This PDF is the print-and-post version for a binder on a shelf.

Every healthcare employer that bills federal or state health programs carries exposure if it employs or contracts with someone on the OIG exclusion list. Penalties can run up to $25,595 per item or service billed, plus an assessment of up to three times the amount claimed. Liability runs on a "knew or should have known" standard - a credential binder is the record that shows you checked.

Sources for the figures above:

Exclusion penalty ($25,595 / 3x assessment): OIG, Updated Special Advisory Bulletin on the Effect of Exclusion from Participation in Federal Health Care Programs (8 May 2013), oig.hhs.gov; and eCFR Title 45 Part 102.3 (both captured 2026-08-28, CredGuard sources review).

CredGuard provides exclusion-screening assistance and audit documentation. It is not legal advice and does not guarantee regulatory compliance. Screening is performed against publicly available federal and state exclusion databases.

1. Staff Credential Roster

Common credential categories across healthcare employers: state professional license or certification, required background-check clearance, CPR/BLS where the role requires it, TB test or other required health screening, and OSHA/HIPAA/abuse-prevention training.

Staff Name	Role	Credential	License #	Expires	Status

Status key: OK (more than 60 days to expiration) . DUE SOON (60 days or fewer) . EXPIRED.

2. Monthly OIG Exclusion Check Log

OIG updates the federal LEIE monthly. "OIG updates the LEIE monthly, so screening employees and contractors each month best minimizes potential overpayment and CMP liability."
Liability runs on a "knew or should have known" standard, so a gap between when someone becomes excluded and when you catch it is exactly the exposure window monthly screening closes.
Most states run a separate Medicaid exclusion list of their own. A clean federal LEIE result does not tell you anything about your state’s list - check both.
The LEIE database matches on name only. OIG’s own guidance calls for verifying any match against a Social Security number or EIN before treating it as a real exclusion.

Month	Checked By	Lists Checked	Match Found?	Verified?	Action

Sources: OIG, Updated Special Advisory Bulletin on the Effect of Exclusion from Participation in Federal Health Care Programs (8 May 2013), "Frequency of Screening" and footnote 27, oig.hhs.gov/exclusions/special-advisory-bulletin-and-other-guidance/the-effect-of-exclusion-from-participation-in-federal-health-care-programs/ (captured 2026-08-28).

3. Renewal Calendar

List every credential due for renewal, by month. In roles with high turnover, a visible, month-by-month view is worth keeping current rather than relying on memory.

January

Staff Name	Credential	Expires	Renewal Started?

February

Staff Name	Credential	Expires	Renewal Started?

March

Staff Name	Credential	Expires	Renewal Started?

April

Staff Name	Credential	Expires	Renewal Started?

May

Staff Name	Credential	Expires	Renewal Started?

June

Staff Name	Credential	Expires	Renewal Started?

July

Staff Name	Credential	Expires	Renewal Started?

August

Staff Name	Credential	Expires	Renewal Started?

September

Staff Name	Credential	Expires	Renewal Started?

October

Staff Name	Credential	Expires	Renewal Started?

November

Staff Name	Credential	Expires	Renewal Started?

December

Staff Name	Credential	Expires	Renewal Started?

4. Audit-Day Readiness Checklist

State surveys, payer audits, and accreditation visits are often unannounced or short-notice. Walk this list the day one lands on you, and keep it current the rest of the year so the walk takes minutes, not hours.

[ ] Staff Credential Roster is current: every active staff member has a row, every credential has an expiration date filled in.

[ ] No credential on the roster reads EXPIRED. Any DUE SOON item already has a renewal in progress.

[ ] Monthly OIG Exclusion Check Log has an entry for this month and every month this year, with no gap.

[ ] Every name-match on the exclusion log (if any) shows a completed SSN/EIN verification before any employment action was taken.

[ ] State Medicaid exclusion list(s) relevant to this employer were checked this month, not just the federal LEIE.

[ ] Every staff member's state professional license or certification is current and on file.

[ ] Required background-check clearances are confirmed current for staff who need them, not just checked once at hire.

[ ] Required training records (HIPAA, OSHA, abuse-prevention, or other role-specific training) are filed and dated.

[ ] CPR/BLS and any required health screenings are current for staff whose roles require them.

[ ] Credential files are organized so any single staff member's file can be pulled in under two minutes.

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