## **Provider Sanctions List**

## How to get the Sanctions List

The Illinois Medicaid Sanctions List is now available as a downloadable Excel spreadsheet.

The spreadsheet can be downloaded from the following link. https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx

This link will take you to the Provider Sanctions webpage. Scroll down to the bottom of the web page and click on the "Illinois Medicaid Sanctions List" to download the list.

Save the file when prompted.

## How to search the sanction list

Providing the sanction list in an Excel spreadsheet provides you much more functionality when searching for a provider(s).

There are a several ways you can search for a particular value in an Excel spreadsheet.

One method is to click/highlight the column that you want to search and then click the "Find and Search" binoculars located in the upper right of the menu bar. If you do not see the binoculars icon make sure you are on the "Home" tab menu item.

This will display a sub-menu with the item "find" as the first selection. Select "find". This will bring up the "Find and Replace" box. In the picture below, we are searching on the strProvName field for a provider with the last name of "Zulfiqar". If "Zulfiqar" is present anywhere in the name the record will be highlighted.

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Another search method is to use the "Sort and Filter" feature. You can use this feature by clicking on the "Sort and Filter" menu item that is right next to the previously mentioned binocular menu item.

Lets say we want to see all of the sanctions for Pharmacy (060) providers. Simply highlight the "Affiliation" column and then click on the "sort and Filter" menu icon and then click the "filter" menu item. See the picture below

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27	29	AMEJI BASHIBAMED	036063288	Physician (010)		6/10/1988 Suspended	609		
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Doing this will place a drop down arrow on the left side of the "Affiliation column". If you click on this drop down arrow you will see a list of all the distinct values for that column. Click on the "deselect all" option and then scroll down the list to find and select "Pharmacy (060). This will display all the "Pharmacy(060) records. You can perform this same function on any column in the spreadsheet. See the next picture.

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More information about the "find and replace" function at <u>http://office.microsoft.com/en-us/excel-help/find-or-replace-text-and-numbers-on-a-worksheet-HP001216390.aspx</u>

More information about the "sort and filter" function <u>http://office.microsoft.com/en-us/excel-help/filter-data-in-a-range-or-table-HP010073941.aspx</u>