

## Centers for Medicare and Medicaid Services (CMS) Employment Categories in CRIMS

Some qualified entities (QEs) are subject to Centers for Medicare and Medicaid Services (CMS) requirements for background checks.

BCU is slowly rolling out CMS requirements. Starting 6/4/2015, qualified entity designees (QEDs) and qualified entity initiators (QEIs) will see a new field on the “Create New” page: Employment Category. CMS requires that each position be categorized in preset types. When QEDs or QEIs submit a new background check on a subject individual (SI), they complete this field. This field also shows up if hiring from the Long Term Care Registry (if the QED or QEI has access to this in CRIMS).

The Employment Categories with examples are as follows:

- Executive, Administrative, Managerial: Owners, administrators, business managers, accountants, human resources. Note—if a Manager fits into another category, place in other category (see Dietary Manager listed below)
- Professional/Licensed Health Care: Any position licensed by a state board, such as nurses, nurse practitioners, psychiatrists, medical doctors, pharmacist, occupational/physical therapist, etc.
- Technical or Certified Health Care; and AFHs: CNAs (who are certified, not licensed), Student nursing assistants, orderlies, medication aides, PT or OT assistants, social workers, activities staff, homecare workers, personal support workers, adult foster homes licensees, adult foster home resident managers, adult foster home caregivers
- Laboratory or Radiology Services: Specific to any lab or x-ray staff; radiologists, phlebotomists, lab technicians, laboratory supervisor
- Food and Dietary Services: Anyone involved with kitchen, dining or food services; cooks, food servers, dish washers, dietary aides, dietary managers

- Housekeeping and Engineer Services: Any housekeeping or facilities positions; janitors, maintenance directors, housekeeping, maintenance worker, maintenance supervisors
- Any other direct access employee: Anyone you cannot fit into another category; receptionist, telephone receptionist
- Applicant self-initiated: *This is a CMS category not currently used by BCU.*

If your SI has several duties, choose the category that best fits the majority of his/her duties.

If you have any questions, please contact [bcu.info@state.or.us](mailto:bcu.info@state.or.us).