

# INSIDE SIRIS<sup>®</sup>

NHCAA MONTHLY  
SIRIS<sup>®</sup> UPDATE

## February 2021

The information provided in *Inside SIRIS<sup>®</sup>* is purely for informational purposes and each company should analyze and verify their own data and facts before initiating an investigation or taking other action.

- [SIRIS<sup>®</sup> Training Opportunities](#)
- [Monthly Statistics](#)
- [New Provider Cases](#)
- [New Schemes](#)
- [New Law Enforcement RIAs](#)
- [SIRIS<sup>®</sup> Tips](#)
- [SIRIS<sup>®</sup> Admin Corner](#)

## SIRIS<sup>®</sup> TRAINING OPPORTUNITIES

Member Organization or Law Enforcement personnel who need SIRIS<sup>®</sup> training, assistance, or have questions regarding the [SIRIS<sup>®</sup> database](#), [Requests for Investigation Assistance](#) (RIAs), or other information-sharing activities should contact the NHCAA Anti-Fraud Initiatives team at [fraud@nhcaa.org](mailto:fraud@nhcaa.org).

## MONTHLY STATISTICS

### Provider Cases Entered: 211

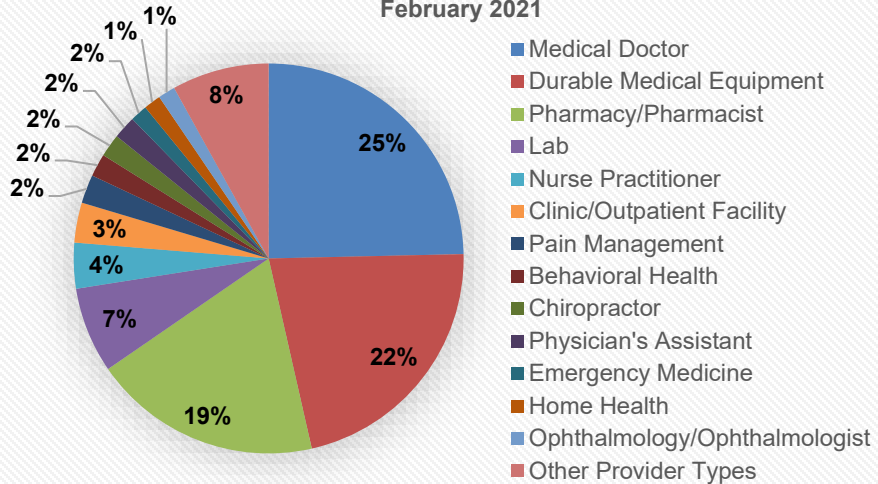
- 32 of the 211 provider cases were reported to Departments of Insurance through NAIC's Online Fraud Reporting System (OFRS) using SIRIS<sup>®</sup>.

### Schemes Entered: 4

### Requests for Investigation Assistance (RIAs) Entered: 7

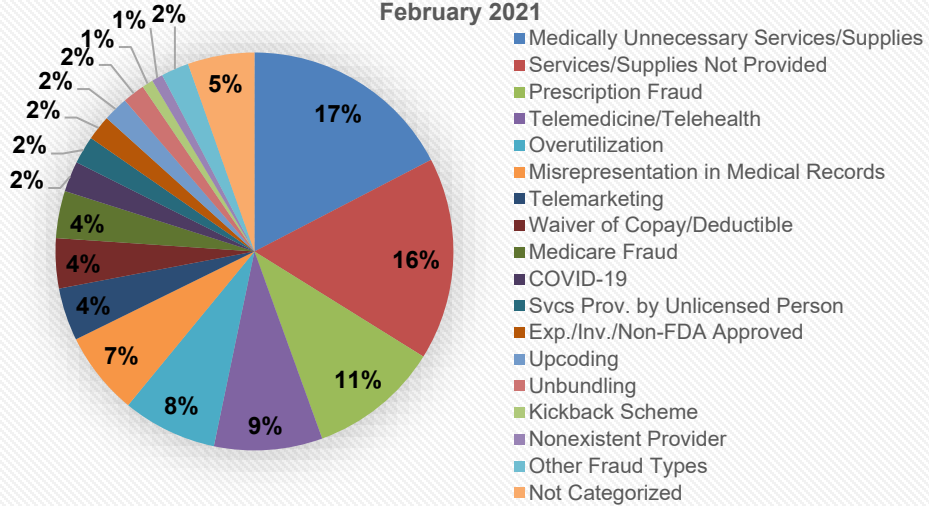
## Type of Provider

February 2021



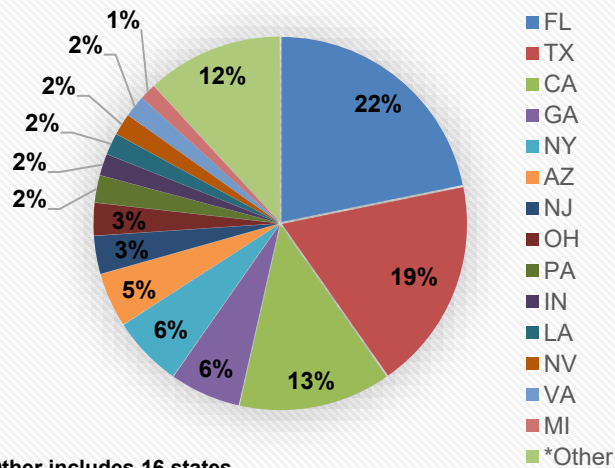
## Type of Fraud

February 2021



## Location of Activity

February 2021



\*Other includes 16 states

## NEW PROVIDER CASES

### Behavioral Health

State	Provider Case #	Fraud Type	\$ Exposure
CA	9927169	Services/Supplies Not Provided	N/A
CT	9927101	Services/Supplies Not Provided	N/A
GA	9927159	Other	\$229,375
NJ	9927182	Services/Supplies Not Provided Upcoding	\$156,000

### Chiropractor

State	Provider Case #	Fraud Type	\$ Exposure
CT	9927195	Misrepresentations in Medical Record Services/Supplies Not Provided Waiver of Co-pay or Deductible	N/A
MT	9927193	Medically Unnecessary Services/Supplies Overutilization	\$485,176
NY	9927171	Misrepresentations in Medical Record Services/Supplies Not Provided Upcoding	\$63,521
TX	9927093	Other	\$22,956

### Clinic/Outpatient Facility

State	Provider Case #	Fraud Type	\$ Exposure
AZ	9927088	Unbundling Waiver of Co-pay or Deductible	\$23,741,740
CA	9927155	Services Provided by an Unlicensed Person or Entity	\$60,000
CA	9927179	Other	\$6,460
FL	9927122	Unbundling	\$36,115
GA	9927083	Misrepresentations in Medical Record	N/A
NJ	9927123	Waiver of Co-pay or Deductible	N/A
TX	9927223	Kickback Scheme Other	\$8,205,584

### Durable Medical Equipment

State	Provider Case #	Fraud Type	\$ Exposure
AZ	9927042	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Services/Supplies Not Provided	\$26,974
AZ	9927161	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record	\$35,425
CA	9927041	Medically Unnecessary Services/Supplies Telemedicine/Telehealth Waiver of Co-pay or Deductible	\$69,713
FL	9927021	Medicare Fraud	\$9,230
FL	9927028	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemedicine/Telehealth	\$36,950
FL	9927053	Medicare Fraud Services/Supplies Not Provided	N/A
FL	9927056	Medicaid Fraud Medically Unnecessary Services/Supplies	\$48,000
FL	9927057	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record	\$158,212

State	Provider Case #	Fraud Type	\$ Exposure
		Services/Supplies Not Provided Telemarketing Telemedicine/Telehealth	
FL	9927061	Medically Unnecessary Services/Supplies Medicare Fraud Telemarketing	\$398
FL	9927076	Medically Unnecessary Services/Supplies Medicare Fraud Services/Supplies Not Provided	\$894
FL	9927084	Medically Unnecessary Services/Supplies Medicare Fraud Services/Supplies Not Provided	N/A
FL	9927087	Medically Unnecessary Services/Supplies Medicare Fraud Telemarketing	\$598
FL	9927091	Medically Unnecessary Services/Supplies Services/Supplies Not Provided	\$28,270
FL	9927097	Medically Unnecessary Services/Supplies Services/Supplies Not Provided	\$52,998
FL	9927126	Nonexistent Provider Services/Supplies Not Provided	N/A
FL	9927131	Nonexistent Provider Services/Supplies Not Provided	N/A
FL	9927141	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Services/Supplies Not Provided	\$56,455
FL	9927145	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Services/Supplies Not Provided	\$5,063
FL	9927152	Medically Unnecessary Services/Supplies Medicare Fraud	\$12,000
FL	9927156	Services/Supplies Not Provided	N/A
FL	9927163	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Telemarketing Telemedicine/Telehealth	\$12,450
FL	9927180	Identity Theft Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Services/Supplies Not Provided	N/A
FL	9927181	Medically Unnecessary Services/Supplies Medicare Fraud Services/Supplies Not Provided	N/A
FL	9927183	Medically Unnecessary Services/Supplies Services/Supplies Not Provided	\$7,000
FL	9927185	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Overutilization Telemarketing	\$3,608
FL	9927191	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Overutilization Telemarketing	\$11,293
FL	9927202	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Telemarketing Telemedicine/Telehealth	\$80,786
FL	9927214	Medically Unnecessary Services/Supplies	N/A
FL	9927220	Medically Unnecessary Services/Supplies	\$29,911
GA	9927143	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record	\$14,932

State	Provider Case #	Fraud Type	\$ Exposure
IN	9927178	Nonexistent Provider Services/Supplies Not Provided	N/A
MA	9927138	Medically Unnecessary Services/Supplies Medicare Fraud Telemedicine/Telehealth	\$48
NY	9927034	Medically Unnecessary Services/Supplies	\$877
NY	9927038	Medically Unnecessary Services/Supplies Telemarketing	\$4,362
NY	9927039	Kickback Scheme Medicaid Fraud Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Services/Supplies Not Provided Telemarketing Telemedicine/Telehealth Waiver of Co-pay or Deductible	\$115,082
NY	9927086	Services/Supplies Not Provided	N/A
NY	9927174	Services Provided by an Unlicensed Person or Entity Telemarketing	N/A
OH	9927029	Medically Unnecessary Services/Supplies Medicare Fraud Telemarketing	\$506
TX	9927048	Medically Unnecessary Services/Supplies	\$6,314,838
TX	9927104	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemarketing	\$25,358
TX	9927112	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Patient-Brokering Self-Referral Services/Supplies Not Provided	\$200,000
TX	9927162	Kickback Scheme Medically Unnecessary Services/Supplies Telemarketing Waiver of Co-pay or Deductible	\$289,545
UT	9927018	Medicare Fraud	\$138,131
VA	9927119	Other	\$258
VA	9927120	Other	\$52
WI	9927092	Medically Unnecessary Services/Supplies Telemedicine/Telehealth	\$1,813

### Emergency Medicine

State	Provider Case #	Fraud Type	\$ Exposure
AL	9927154	Overutilization	\$83,314
TX	9927129	Services/Supplies Not Provided	\$19,831,033
TX	9927157	COVID-19 Services/Supplies Not Provided	N/A

### Home Health

State	Provider Case #	Fraud Type	\$ Exposure
OH	9927105	Other Services/Supplies Not Provided	\$40,606
TX	9927014	Misrepresentations in Medical Record	\$46,385
VA	9927153	Services/Supplies Not Provided	\$20,000

## Lab

State	Provider Case #	Fraud Type	\$ Exposure
CA	9927032	COVID-19 Services/Supplies Not Provided	N/A
CA	9927044	COVID-19	\$1,600
CA	9927113	COVID-19 Services Provided by an Unlicensed Person or Entity Services/Supplies Not Provided	\$210
CA	9927118	COVID-19 Services/Supplies Not Provided	N/A
CA	9927130	Services/Supplies Not Provided	\$5,000
FL	9927027	Medically Unnecessary Services/Supplies Nonexistent Provider Services/Supplies Not Provided	\$195,121
GA	9927132	Overutilization Services/Supplies Not Provided	\$2,101,111
MO	9927085	Misrepresentations in Medical Record Unbundling	\$4,194,000
MS	9927139	COVID-19 Upcoding	\$965,505
NV	9927030	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Waiver of Co-pay or Deductible	\$512,857
OK	9927218	Other Services/Supplies Not Provided	\$620,900
PA	9927013	Medically Unnecessary Services/Supplies Services/Supplies Not Provided	\$4,271
PA	9927192	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemarketing	\$2,572,891
TX	9927098	Medically Unnecessary Services/Supplies	\$168,701
WV	9927124	Services/Supplies Not Provided	N/A

## Medical Doctor

State	Provider Case #	Fraud Type	\$ Exposure
AZ	9927069	Experimental and Investigational / Non-FDA Approved Medically Unnecessary Services/Supplies Services Provided by an Unlicensed Person or Entity	\$21,707
AZ	9927099	Experimental and Investigational / Non-FDA Approved Medically Unnecessary Services/Supplies	\$1,030,095
CA	9927050	COVID-19 Services Provided by an Unlicensed Person or Entity Services/Supplies Not Provided Waiver of Co-pay or Deductible	N/A
CA	9927067	Prescription Fraud	\$739,404
CA	9927089	Medically Unnecessary Services/Supplies Prescription Fraud Telemedicine/Telehealth	\$443,543
CA	9927127	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud Telemedicine/Telehealth	\$43,684
CA	9927198	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Upcoding Waiver of Co-pay or Deductible	N/A
FL	9927054	Overutilization	\$69,894
FL	9927058	Overutilization Prescription Fraud Telemedicine/Telehealth	\$186,978

State	Provider Case #	Fraud Type	\$ Exposure
FL	9927068	Services/Supplies Not Provided	\$78,175
FL	9927070	Prescription Fraud	\$886,569
FL	9927116	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud Telemedicine/Telehealth	\$371,380
FL	9927117	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud Telemedicine/Telehealth	\$153,228
FL	9927121	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud	\$907,644
FL	9927144	Overutilization	\$353,295
FL	9927147	Overutilization	\$249,455
GA	9927036	Prescription Fraud	\$631,010
GA	9927040	Overutilization	\$190,666
GA	9927080	Services/Supplies Not Provided	\$165,320
GA	9927125	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud Telemedicine/Telehealth	\$196,737
GA	9927187	Medically Unnecessary Services/Supplies	N/A
GA	9927206	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemedicine/Telehealth	N/A
IN	9927019	Overutilization Prescription Fraud Telemedicine/Telehealth	\$1
IN	9927060	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud Telemedicine/Telehealth	\$453,057
MI	9927046	Medically Unnecessary Services/Supplies Medicare Fraud Overutilization Prescription Fraud	\$18,355
MI	9927170	Overutilization	N/A
MI	9927197	Overutilization	\$35,343
MO	9927063	Overutilization	\$134,048
NC	9927045	Services Provided by an Unlicensed Person or Entity	N/A
NJ	9927062	Overutilization	\$228,493
NJ	9927133	Overutilization Prescription Fraud Telemedicine/Telehealth	\$1
NJ	9927136	Other Provider Misrepresenting Self as Patient	N/A
NV	9927072	Prescription Fraud Telemedicine/Telehealth	\$616,726
NV	9927199	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record	\$550,000
NY	9927194	Services/Supplies Not Provided Upcoding	\$77,259
OH	9927074	Medically Unnecessary Services/Supplies Medicare Fraud Other	\$11,456
OH	9927095	Medically Unnecessary Services/Supplies Prescription Fraud Telemedicine/Telehealth	\$307,547
RI	9927149	Services Provided by an Unlicensed Person or Entity	\$6,786
TX	9927015	Overutilization	\$1



State	Provider Case #	Fraud Type	\$ Exposure
TX	9927016	Overutilization Prescription Fraud Telemedicine/Telehealth	\$1
TX	9927017	Overutilization Prescription Fraud Telemedicine/Telehealth	\$1
TX	9927035	Misrepresentations in Medical Record Self-Referral Upcoding Waiver of Co-pay or Deductible	\$3,137,555
TX	9927051	Telemedicine/Telehealth	\$2,976,836
TX	9927071	Prescription Fraud Telemedicine/Telehealth	\$1,889,070
TX	9927073	Prescription Fraud Telemedicine/Telehealth	\$1,339,919
TX	9927148	Other	\$450,805
TX	9927210	Other	N/A
TX	9927212	Other Services Provided by an Unlicensed Person or Entity	N/A
WA	9927059	Overutilization	\$67,803
WA	9927096	Medically Unnecessary Services/Supplies Overutilization Telemedicine/Telehealth	\$26,587
WV	9927065	Overutilization	\$108,332
WY	9927114	Medicare Fraud Services/Supplies Not Provided	\$52,000

### Nurse Practitioner

State	Provider Case #	Fraud Type	\$ Exposure
AZ	9927146	Self-Referral Services/Supplies Not Provided Waiver of Co-pay or Deductible	\$1,662,802
CO	9927204	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemedicine/Telehealth	N/A
FL	9927196	Prescription Fraud Telemedicine/Telehealth	\$5,605,899
GA	9927064	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemedicine/Telehealth	\$726,641
GA	9927208	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemedicine/Telehealth	\$2,270
OH	9927033	Medically Unnecessary Services/Supplies Overutilization Prescription Fraud	\$1,303,138
VA	9927221	Overutilization Prescription Fraud	\$15,359
WI	9927205	Medically Unnecessary Services/Supplies Services/Supplies Not Provided Telemedicine/Telehealth	\$12,114



## Ophthalmology/Ophthalmologist

State	Provider Case #	Fraud Type	\$ Exposure
CA	9927166	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Services Provided by an Unlicensed Person or Entity	\$300,000
CA	9927201	Overutilization Prescription Fraud Telemedicine/Telehealth	\$1
MD	9927164	Medicaid Fraud Services/Supplies Not Provided	\$251,142

## Pain Management

State	Provider Case #	Fraud Type	\$ Exposure
AZ	9927176	Experimental and Investigational / Non-FDA Approved	\$40,154
AZ	9927177	Experimental and Investigational / Non-FDA Approved	\$40,154
TX	9927047	Experimental and Investigational / Non-FDA Approved	\$269,299
TX	9927115	Experimental and Investigational / Non-FDA Approved Misrepresentations in Medical Record Telemedicine/Telehealth	\$188,900
TX	9927150	Medically Unnecessary Services/Supplies	\$1,350,390

## Pharmacy/Pharmacist

State	Provider Case #	Fraud Type	\$ Exposure
CA	9927055	Telemarketing Telemedicine/Telehealth	\$258,070
CA	9927075	Other	\$74,869
CA	9927079	Other	\$133,382
CA	9927081	Prescription Fraud	\$7,177
CA	9927108	Other	N/A
CA	9927188	Medically Unnecessary Services/Supplies Medicare Fraud Other	\$28,864
CA	9927209	Prescription Fraud Services/Supplies Not Provided	\$340,890
CA	9927213	Medically Unnecessary Services/Supplies Prescription Fraud	\$498,037
FL	9927031	Prescription Fraud	\$13,802
FL	9927109	Other	N/A
FL	9927142	Prescription Fraud Services/Supplies Not Provided	\$627,366
FL	9927151	Prescription Fraud	N/A
FL	9927189	Services/Supplies Not Provided Telemarketing	\$215,765
FL	9927219	Other	N/A
GA	9927190	Other	\$489,249
IN	9927216	Prescription Fraud Services/Supplies Not Provided	\$82,395
LA	9927078	Kickback Scheme Medically Unnecessary Services/Supplies Telemarketing Telemedicine/Telehealth	\$1,750,000
LA	9927168	Medicare Fraud	\$6,375
LA	9927217	Medically Unnecessary Services/Supplies Other	\$4,437,721
NJ	9927140	Prescription Fraud	N/A
NV	9927158	Prescription Fraud	\$99,822

State	Provider Case #	Fraud Type	\$ Exposure
NY	9927025	Medicare Fraud Prescription Fraud Waiver of Co-pay or Deductible	\$101,443
NY	9927066	Other	\$2,330
NY	9927077	Prescription Fraud	N/A
NY	9927135	Prescription Fraud	N/A
NY	9927207	Prescription Fraud Services/Supplies Not Provided	\$159,649
OH	9927037	Prescription Fraud	\$262,412
PA	9927023	Prescription Fraud	N/A
PA	9927203	Medically Unnecessary Services/Supplies Prescription Fraud	\$147,620
TX	9927026	Services/Supplies Not Provided Waiver of Co-pay or Deductible	\$11,912
TX	9927043	Services/Supplies Not Provided	N/A
TX	9927049	Other	N/A
TX	9927082	Prescription Fraud	\$19,897
TX	9927100	Medically Unnecessary Services/Supplies Prescription Fraud Telemarketing	\$29,000
TX	9927103	Services/Supplies Not Provided	\$314,351
TX	9927111	Services/Supplies Not Provided	\$41,271
TX	9927160	Prescription Fraud Telemarketing	\$123,669
TX	9927167	Services/Supplies Not Provided	N/A
TX	9927211	Prescription Fraud Services/Supplies Not Provided	\$638,022
TX	9927215	Medically Unnecessary Services/Supplies	\$31,196

### Physician's Assistant

State	Provider Case #	Fraud Type	\$ Exposure
CA	9927106	Misrepresentations in Medical Record	\$1,438,527
CA	9927222	Overutilization Prescription Fraud	\$3,408
NC	9927110	Experimental and Investigational / Non-FDA Approved	\$324
TX	9927107	Unbundling Upcoding	\$88,000

### Other Provider Types

Provider Type	ST	Provider Case #	Fraud Classification	\$ Exposure
Acupuncture	FL	9927173	Misrepresentations in Medical Record	N/A
Dentist/Dental Practice	CA	9927172	COVID-19 Services/Supplies Not Provided	\$20,373
Dentist/Dental Practice	TX	9927128	Misrepresentations in Medical Record Services/Supplies Not Provided Unbundling	\$139,895
Hospice	LA	9927134	Upcoding	\$22,000
Hospitals	TX	9927165	Waiver of Co-pay or Deductible	\$30,485
Hospitals	TX	9927186	COVID-19	\$1,752,254
Nurse	NJ	9927094	Medically Unnecessary Services/Supplies	\$195,466
Other Practitioners	AZ	9927184	Misrepresentations in Medical Record Provider Misrepresenting Self as Patient Services/Supplies Not Provided Waiver of Co-pay or Deductible	\$1,662,802
Other Practitioners	CO	9927090	Experimental and Investigational / Non-FDA Approved Medically Unnecessary Services/Supplies	\$337,446

Provider Type	ST	Provider Case #	Fraud Classification	\$ Exposure
Other Practitioners	MD	9927175	Experimental and Investigational / Non-FDA Approved	\$28,027
Other Practitioners	NY	9927137	Misrepresentations in Medical Record Services/Supplies Not Provided Unbundling Upcoding Waiver of Co-pay or Deductible	\$2,628,972
Other Practitioners	RI	9927102	Medically Unnecessary Services/Supplies Overutilization Services/Supplies Not Provided Telemedicine/Telehealth	\$125,620
Physical Therapy/ Physical Therapist	AZ	9927020	Waiver of Co-pay or Deductible	N/A
Physical Therapy/ Physical Therapist	FL	9927052	Services/Supplies Not Provided	N/A
Residential Treatment Center	CA	9927022	Misrepresentations in Medical Record Services Provided by an Unlicensed Person or Entity	\$2,079,126
Sleep Medicine	TX	9927200	Unbundling Waiver of Co-pay or Deductible	\$244,705
Transportation	TX	9927024	Other	\$393

## NEW SCHEMES

State	Scheme #	Type of Scheme	Provider Type
KY	526	Services/Supplies Not Provided	Medical Doctor
	527	COVID-19	Lab
MD	528	Medically Unnecessary Services/Supplies Misrepresentations in Medical Record Overutilization Services Provided Outside Scope of Authority Upcoding	Nurse Practitioner
LA	529	Medically Unnecessary Services/Supplies	Lab

## NEW LAW ENFORCEMENT RIAs

### Request for Investigation Assistance (RIA)

The RIA process provides LELs with the ability to reach scores of private health insurers in one simple step for assistance in health care fraud investigations. The identification of additional fraud victims and dollars lost, due to fraud, are important elements in the investigation process. Please [click here](#) to view the procedures to submit an RIA.

During the month of February, **7 RIAs** were submitted by law enforcement, and notifications were sent to authorized SIRIS® users\*.

State	RIA #	Provider Type
CA	1273	Cardiology/Cardiologist
CA	1275	Substance Abuse Provider
CA	1277	Substance Abuse Provider
IL or NJ	1271	Dentist/Dental Practice
NY	1283	Lab
TX	1279	Lab
TX	1281	Lab

SIRIS® users authorized to access RIAs is restricted to Membership Forum Representatives and/or their delegates whose organization has signed an Information-Sharing Agreement with NHCAA.

## SIRIS® TIPS

- **New URL for SIRIS®:** In conjunction with a SIRIS® security update, the SIRIS® URL has been changed. Please use <https://sirix.lexisnexisrisk.com/> or <https://nhcaa.lexisnexisrisk.com/> to log into SIRIS®. *Please remember to change the URL on any bookmarks you may have set for SIRIS®. The old link will no longer work after March 31, 2021.*
  - If you find you're unable to access the new SIRIS® site, one tip is to disconnect from your company's VPN in order to access SIRIS®.
  - Alternatively, you may need request that your IT department approves the following IP addresses (Boca: [209.243.49.209](#) and Alpharetta: [69.84.186.134](#)) along with the new URLs to ensure your company's firewall is not blocking access to the SIRIS® database.
- **Estimated Dollar Exposure:** When adding new provider cases in to SIRIS®, it is best to add an estimated dollar exposure to your entry based on the pool of suspicious claims identified.
- **Provider Case Notifications:** SIRIS® users entering provider cases have the option to receive an email reminder to revisit their entries. The timeframe options for these reminders are **Never, 30-, 60-, or 90-day** intervals. The owner of the case will receive an email reminder in accordance with the selected notification period. Note: If a notification period is selected and the record is modified at any point prior to notification expiration the timeframe starts over again.
- **Remain Active in SIRIS®:** Sign in at least once every 90 days to avoid suspension. SIRIS® will send an email notification 14 days prior to deactivation to remind the inactive user to sign on.
- **Suspended?** Users' access to SIRIS® will automatically suspend if a user enters an incorrect password more than 3 times, or if a user has not signed in to SIRIS® in more than 90 days. Suspended users who want their SIRIS® ID reactivated should submit their request to NHCAA at [fraud@nhcaa.org](mailto:fraud@nhcaa.org).

## SIRIS® ADMIN CORNER

- **User ID Creation Process:** The SIRIS® UserID will be automatically generated upon completion of the "Create New User" form. The UserID is based on the format SRSFirstInitialLastName and will not be editable. If the UserID already exists, it will be appended with numeric values at the end. For example, John Smith would be SRSJSmith and if the UserID already exists, it would be SRSJSmith01.

**Note:** Before creating new SIRIS® IDs, please be sure to check that the user does not already have an ID. If an ID exists, but is suspended, please email NHCAA at [fraud@nhcaa.org](mailto:fraud@nhcaa.org) to request reactivation.
- **Removing Access to SIRIS®:** In order to remove staff from SIRIS®, admins should follow these steps:
  1. Uncheck all permissions, including "Can Access SIRIS®."
    - a. *If the user is an Admin or has access to the RIA module be sure to contact [NHCAA](#) to remove these permissions.*
  2. If the SIRIS® user also has an Accurant account be sure to remove the individual from SIRIS® first, then from Accurant.
  3. When should I remove a user's access? Admins should remove user's access to the SIRIS® database when the user leaves the company or no longer has SIU responsibilities.