

Green Security is an associate credentialing portal, allowing clearance via Novant Health Systems.

This is the associate's responsibility to manage.

**PT Solutions** has taken the heavy lifting of registration off your plate.

PTS has applied payments for those accounts.

## **Inside Green Security:**

First item, initiate and submit your background check.

You will find attestations for Novant, and uploading capabilities to add in health results (find in your Novant portal after your appointment has been completed).

PTS will be adding the drug screens as they are received on our end.

If you attended an onboarding fair and had your badge photo taken, PTS will help with adding badge photos. Please understand that this will take some time.

For those who did not attend an onboarding fair, a badge photo must be added in.

Take a generic photo, shoulders up, in front of a blank wall.

Let the badge task allow the creation an invoice, PTS will come in behind the group & pay that.

Please see the screenshots below to assist you with the **Green Security** process.

USERNAME: YOUR EMAIL ADDRESS (email address where the email above was received)

PASSWORD: Welcome123!

Deadline: 12/06/2024

Questions: PTSOnboarding@PTSolutions.com

Questions: support@greensecurityllc.com (866)750-3373



Example of Green Security Email:



# Welcome to Green Security

Hi, Jessica! You've just joined one of the best vendor management teams on the planet. To get started uploading credentials, visit www.greensecurityllc.com and login to your dashboard.

Green Security Vendor Management Team

**Green** Security

1314 S Ft Harrison Ave

Clearwater, FL 33756

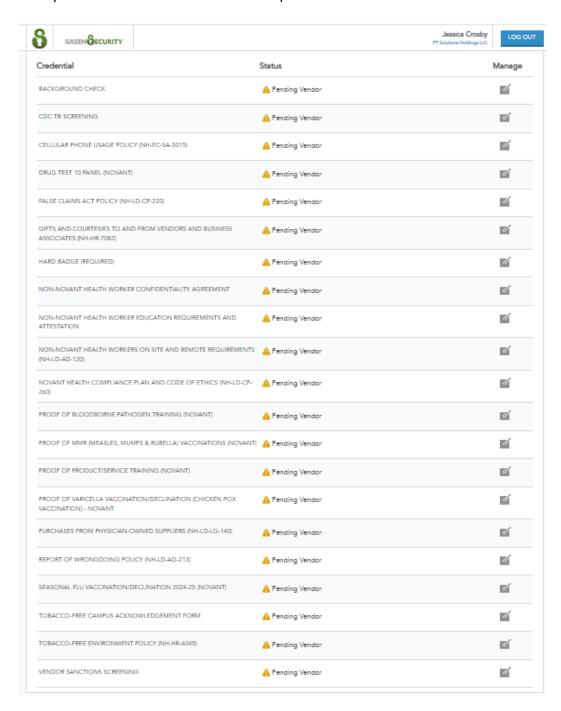
Office: (866) 750-3373

greensecurityllc.com

support@greensecurityllc.com



## Example of Credentials inside individual portal:





Please start by managing and submitting your background check:

## **Background Check**

Please complete the form below.

Green Security obtains Social Security Numbers (SSN) to complete a thorough and accurate background screening. The SSN is encrypted in motion and at rest and is only accessible to the background screening professional completing the check. Additionally, the SSN is removed from the system once the screening has been completed. The background screening will include state and national level sanctions such as OIG, FBI, DEA, FDA, SAM, medicare, medicaid, department of human services and TriCare.

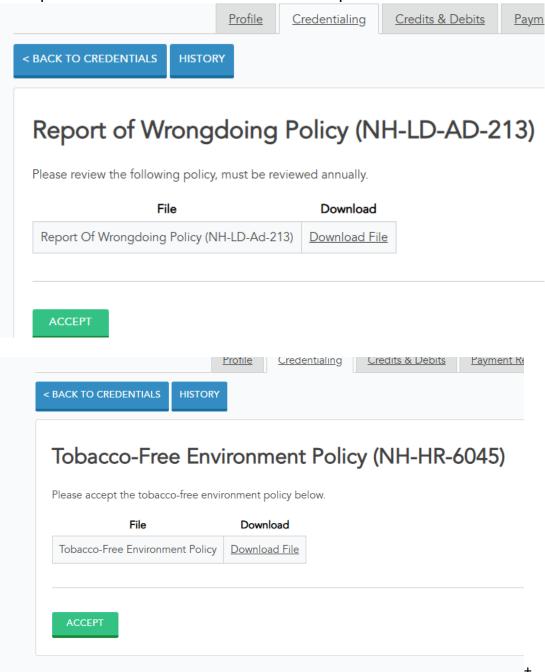
Please note the following:

- We do not accept 3rd-party background checks.
- · If you are renewing your credentialing subscription, the background check will not take place until the invoice for your renewal has been paid.
- · Additional fees will apply for international checks.
- . The files below are for your information only. The "CA Consumer Report Request" document is applicable to California residents only. By entering your electronic signature below you are agreeing to these files. Currently, Green Security does not run a credit check as part of the background screening
- Screening typically takes 1 to 5 business days, but may take longer depending on the general volume Green Security is experiencing and the complexity of any uploaded documents. If there are findings in the background screening that require additional investigation, the turnaround time may be extended significantly.

File	Download
Background Authorization	Download File
FCRA - Summary of Rights	Download File
CA Consumer Report Request	<u>Download File</u>



Examples of attestations to be read and accepted:





## Novant Health Compliance Plan and Code of Ethics (NH-LD-C

Please accept the policy below.

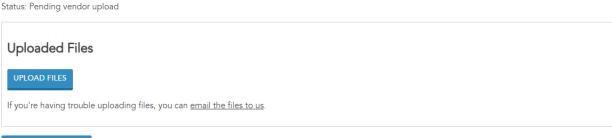
File	Download
Novant Health Compliance Plan and Code of Ethics (NH-LD-CP-260)	Download File
ACCEPT	

Note for Proof of Product/Service Training: If this task is posted in your credential list upload a relevant training form /education diploma.

You can use the same license or diploma you used for you iCIMS preboarding tasks.

## **Proof of Product/Service Training (Novant)**

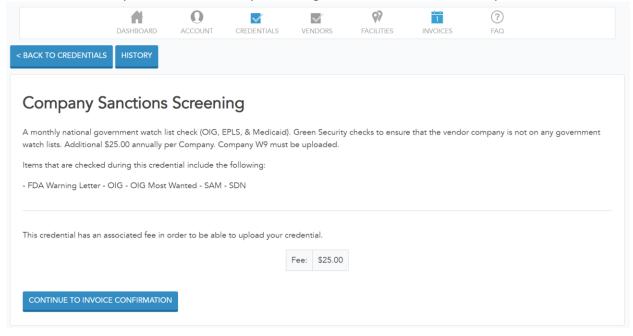
A list or description of product and/or service training you have received from your company. Please provide a certificate of relevant training, license, relevant educational diploma, OR a letter on your company's letterhead stating that you have been trained in your respective products/services, signed by your manager or superior. The document should contain your name, your title, your company name, your manager's name and his/her title. The products/services outlined in the letter should match your profile's vendor category. For individuals that represent products and/or services for multiple companies, you will be required to upload for each company whose products/services you represent.





## PTSolutions is responsible for your payment

Note: This will only be available once your background check has been completed





#### Seasonal Flu

- 1. If you choose not to get the flu shot select one of the 3 exempt options that best works for you:
  - Novant Faith Based
  - **Novant Medical Based**
  - Novant Health occupation medicine Drug and immunization testing pricing & authorization form
- 2. Fill out the form
- 3. Click the decline and upload your exempt form

## Seasonal Flu Vaccination/Declination 2024-25 (Novant)

Proof of immunization of seasonal flu. Provide either (1) Proof of Influenza vaccine for current season (document must provide name of vaccine, date given, signature of healthcare worker who administered vaccine), or (2) Novant Health Influenza Exemption Form (rep/NNHW must mask throughout the flu season).

Note: NH reserves the right to determine the start and end of flu season and the completion of the Novant Health Influenza Exemption form to ensure they meet the established criteria.

\*\*FYI\*\* Novant Health Occupational Medicine is pleased to offer our current vendors preferred pricing for the testing and immunizations associated with our vendor credentialing process and general pre-employment needs. Vendor representatives must bring a government issued ID and a completed "Authorization for Treatment" form to participate (available to download via the link below). Novant Health Occupational Medicine Clinic locations, as well as pricing for testing and immunizations are also outlined in the link below. For any questions regarding this information, please contact Employer Solutions at employersolutions@novanthealth.org or Vendor Management at nonnovantworkers@novanthealth.org.

File	Download	
Novant Faith Based Exemption	<u>Download File</u>	
Novant Medical Based Exemption	<u>Download File</u>	
$No vant \ Health \ Occupational \ Medicine \ Drug \ and \ Immunzation \ Testing \ Pricing \ \& \ Authorization \ Form$	Download File	

Status: Pending vendor upload

## **Uploaded Files**

UPLOAD FILES

If you're having trouble uploading files, you can email the files to us.

SUBMIT CREDENTIAL I WANT TO DECLINE THIS CREDENTIAL



#### Proof of Bloodborne Pathogen Training

1. Paste the following link in your web browser to complete the Bloodborne Pathogen Training: https://www.novanthealth.org/team-members/non-novant-health-worker/vendor/

## **Vendors & Contractors**

## **Mandatory Requirements**

- does not require you to have contact with blood, body substances or patients: complete the non-clinical non-Novant Health worker module.
- requires you to have contact with blood, body substances or patients: complete the clinical non-Novant Health worker module.

#### **Vendor/Contractor Credentialing Process:**

Novant Health has partnered Green Security LLC. for Vendor/Contractor Credentialing at all Novant Health locations.

The following instructions apply to new or existing Vendors/Contractors who have an active or pending contractual agreement for supplies or services with Novant Health. If your company does not have an active or pending contractual agreement for supplies or services with Novant Health, please do not begin this process as there is a cost involved. If you have questions about the status of an agreement or if credentialing applies to you, please reach out to your Novant Health business contact/sponsor or the Non-Novant Workers email box at nonnovantworkers@novanthealth.org.

- 1. If you do not have a current Green Security vendor credentialing account, please use the following link to register. Register: Visit our website: https://grn.ac/novant-vendors
- 2. Download training certificate
- 3. Upload documentation

#### Proof of Bloodborne Pathogen Training (Novant)

Provide proof that demonstrates your completion and understanding of Bloodborne Pathogens and their specific dangers, as well as, behavior that prevents the spread. If you have not taken BBP training yet, Novant Health offers a Bloodborne Pathogen Training. You may take that course, fill out the Novant Completion Certificate (downloaded within the Green Security platform or on the NNHW Education Module) and upload the completed form. BE SURE TO ENTER THE DATE OF COMPLETION ON THE NOVANT CERTIFICATE BEFORE UPLOADING. Directions to access the Bloodborne Pathogen training in the Non-Novant Health Worker Orientation Module: 1. Go to https://www.novanthealth.org/team-members/non-novant-health-worker/vendor/ - Click "requires you to have contact with blood, body substances or patients: complete the clinical non-Novant Health Worker module." 2. Once you have viewed the BBP module and completed the fillable completion certificate, come back to this credential and upload the completed course documentation. - You may also pay for a course by following the link below. (https://www.theclinxshop.com/collections/green-security-credentialing@competencies) If you have already purchased and completed training, you may obtain a certificate of training here: (https://www.tcxlms.com)

	File	Download			
BE	BP Completion Certificate	Download File			
Status: Pending vendor upload					
Uploaded Files					
	JPLOAD FILES				
Ify	you're having trouble uploa	ading files, you ca			
C. L.	IBMIT CREDENTIAL				

