



**B·H·F**  
HEALTHCARE FORENSIC  
MANAGEMENT UNIT

# HFMU AWARDS 2018

## Entry Form & Criteria Document

Deadline 31<sup>ST</sup> OCTOBER 2018



SERVING MEDICAL SCHEME MEMBERS





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## CATEGORY 1

### Healthcare Fraud Investigator of the Year Award

*The BHF HFMU Healthcare Fraud Investigator of the Year Award is presented to a HFMU investigator who has demonstrated outstanding achievement in the field of healthcare fraud examination.*

*To submit an entry, organisations must meet the criteria below and include a motivation. The winning entry will be selected by an approved panel of judges.*

#### Criteria for submission:

1. The Nominee must have been instrumental in introducing innovative healthcare anti-fraud tools, controls, techniques, or methodologies in his/her organisation. There should be a willingness to have an article published on the subject. A brief paper on the subject should accompany the nomination.

and/or

2. The Nominee must have contributed to the BHF HFMU through active healthcare fraud preventative services; i.e. the design and installation(s) of anti-fraud controls; anti-fraud training or education or by having articles published on topical subjects in local or international anti-fraud related periodicals, or making presentations on topical subjects at local or international level etc.

and/or

3. The nominee must have played a significant role in an investigation(s) of a healthcare fraud matter that contributed significantly to the healthcare industry in SA.

#### Eligibility:

- Entry in this category is open to all individuals in the healthcare industry;
- The nominee's employer must be registered with the BHF HFMU to be eligible to receive this award;
- The nominee must be an active participant in the BHF HFMU;
- The nomination must be made by the nominee organisation and approved by the head of that organisation or programme.
- The nominee must be the primary or lead investigator who completed the majority of the investigative tasks;
- Nominations must be for demonstrated results achieved by 30<sup>th</sup> September 2018;
- The nominee must display strong ethical and professional values.



The nomination must consist of a motivation covering the following areas:

- Completed nomination form
- Detailed description of the initiative/Investigation
- Practical achievements of the project
- Proof of ethical conduct
- Healthcare impact
- Evidence of before and after effects of the project and/or investigation

Entrants will be adjudicated according to the following criteria:

- Use of investigative techniques and/or advanced anti-fraud tools, controls, techniques or methodologies
- Innovative approach to the investigation
- Overcoming unusual obstacles
- Unique and exceptional qualities of the investigation and/or anti-fraud tools controls, techniques or methodologies
- Achieving positive result(s) for the organisation and/or its beneficiaries, including but not limited to: criminal, civil or administrative action.

- The submission must be no longer than six pages.
- The entry must include a well-presented report or motivation that is sufficiently comprehensive in describing the nomination. Where relevant, drawings, graphs, tables and other supporting documentation must be included.
- At least 2 high-resolution (min 1MB) photos of the nominee in jpeg format must be included.
- A high-resolution (minimum 1MB) logo of the organisation in jpeg format must also be included.



Investigator of the Year Nomination Form

<b>CATEGORY:</b>		Tick category entered
1. Healthcare Fraud Investigator of the Year Award		
<b>NAME of ENTRANT:</b>		
Full Name:		
Date of Entry Completion:		
Address:		
Contact Person:		
Telephone No.:		
Email:		
<b>Approval by HEAD of Organisation:</b>		
Full Name:		
Signature:		
Contact Person:		
Telephone No.:		
Email:		
The information supplied is correct and has been approved by the ENTRANT organisation		
NAME:	SIGNATURE:	DATE:

All nominations must be emailed to: [hfmuhf@bhfglobal.com](mailto:hfmuhf@bhfglobal.com)



## CATEGORY 2

### Investigative Excellence of the Year Award

*The BHF HFMU Investigative Excellence of the Year Award honours an outstanding and effective health care fraud investigation and its impact on fraud deterrence and prevention. Due to the complexity of health care fraud investigations, a multi-organisation investigative effort normally is required for a successful resolution. This award is open to organisations operating in the healthcare sector- that can demonstrate that through a true and meaningful collaboration (with peers or third-party providers), they have enhanced the detection and prevention of fraudulent activity*

#### Criteria for submission:

This is not an individual's award but recognizes the work of a cooperative investigative effort by individuals from multiple organisations.

#### Eligibility:

- Entry in this category is open to individuals from more than one organisation who worked collaboratively on an investigation in the healthcare industry;
- At least one member of the investigative team must be a member of the HFMU
- The nomination must be made by at least one member of the investigative team, and the majority of the participants in the investigation must consent to the nomination and approved by at least two heads of the organisations that worked on the investigation.
- Nominations must be for demonstrated results achieved by 30<sup>th</sup> September 2018;
- The nominee must display strong ethical and professional values.

#### The nomination must consist of a motivation covering the following areas:

- Completed nomination form
- Complete list of active participants in the investigative effort.
- Executive Summary to include an overview of the case, investigative entities involved, time frame of the investigation, and significance of the investigative effort.
- Case overview – Discuss the overall case, any background information deemed significant, timeline of the investigation, any obstacles to overcome, and the results of the overall investigation.
- Significance – Outline of the value of the investigation had on the healthcare industry and community.



Entrants will be adjudicated according to the following criteria:

- Use of investigative techniques
- Innovative approach to the investigation
- Overcoming unusual obstacles
- Unique and exceptional qualities of the investigation
- Achieving positive result(s), including but not limited to: criminal, civil or administrative action.

- The submission must be no longer than 8 pages.
- The entry must include a well-presented report or motivation that is sufficiently comprehensive in describing the nomination. Where relevant, drawings, graphs, tables and other supporting documentation must be included.
- At least 2 high-resolution (min 1MB) photos of the nominees in jpeg format must be included (a group photo or individual photos).
- A high-resolution (minimum 1MB) logo of all organisations involved in the investigation in jpeg



Investigative Excellence of the Year Nomination Form

CATEGORY:			Tick category entered
2. Healthcare Fraud Investigative Excellence of the Year Award			
<b>ENTER LIST OF PARTICIPANTS BELOW</b>			
Name & Surname	Email Address	Contact number	Has the investigator provided consent to participate (Y/N)
<b>Approval by HEAD of Organisation (1):</b>			
Full Name:			
Signature:			
Contact Person:			
Telephone No.:			
Email:			
The information supplied is correct and has been approved by the ENTRANT organisation			
NAME:	SIGNATURE:	DATE:	
<b>Approval by HEAD of Organisation (2):</b>			
Full Name:			
Signature:			
Contact Person:			
Telephone No.:			
Email:			
The information supplied is correct and has been approved by the ENTRANT organisation			
NAME:	SIGNATURE:	DATE:	

All nominations must be emailed to: [hfmubhfglobal.com](mailto:hfmubhfglobal.com)





## Application Process

### Step 1: Call for Entry Notices

The call for entries opens on 4 October 2018. Entries will close on 2 November 2018. The announcement to potential participants will be communicated directly via email, and a notice will be placed on the BHF website.

### Step 2: Collation and Validation

All entries received will be collated and then validated as to their alignment with the terms and conditions as well as eligibility criteria set out for the awards.

Entrants will be notified in writing of the outcomes of their submissions. Should an entry not meet the eligibility criteria and terms and conditions, the entrant will be notified in writing of the rejection of their submission identifying the criteria not met.

All entries must be sent to: [hfmubhfglobal.com](mailto:hfmubhfglobal.com)  
To confirm receipt of your delivery please contact Nokuthula Mathunda on 011 537 0225

### Step 3: Adjudication

The adjudication process will take place with a judging panel, based on a unique voting form.

### Step 4: Finalists

Finalists will be announced on all BHF platforms and each finalist will be notified individually in writing.

### Step 5: Awards Ceremony

The inaugural awards will take place this year, where winners will be announced. This event will be held in conjunction with the 2018 BHF HFMU Annual Indaba on Wednesday 14<sup>th</sup> November 2018, in Johannesburg.



## Terms and Conditions for participation

- a. The Awards are open to any organisation.
- b. All applications need to be supported by relevant documentation.
- c. The Judges reserve the right to cancel any category due to insufficient entries, or for any other reason, and the decision of the judging panel is final. The decision of the judges will be final and binding and no correspondence in this regard will be entered into.
- d. With the exception of confidential information, the information received by the organisers may be submitted in its entirety to the publisher of any industry specific magazine for inclusion in the publication and entrants should be mindful of submitting information that might be sensitive or confidential, as it will appear in the public domain.
- e. Entrants are reminded that the information they submit will be accepted VERBATIM by the publishers and therefore should be checked and approved by all parties prior to submission.
- f. Entrants should be aware that their information will undergo an editing process, necessary to ensure that both entrants and category winners can be accommodated in published material and multimedia applications
- g. All submissions must be emailed to the email address provided. All documents must be provided in PDF Format. All photographs must be labelled and titled.
- h. Entries must be submitted on or before the final day for submissions – 2 November 2018
- i. Winners will be announced at the Awards Ceremony on Wednesday 14 November 2018 in Johannesburg
- j. BHF reserves the right to cancel or postpone the Awards Ceremony or change the venue for any unavoidable reason. All changes will be communicated effectively.
- k. There are NO FEES payable for entry.