National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank

FACT SHEET ON CANCELING A
PROACTIVE DISCLOSURE SERVICE PROTOTYPE (PDS) ENROLLMENT

The PDS

The PDS was developed in response to a growing interest in on-going monitoring of health care practitioners. Entities that subscribe to the PDS receive notification within one business day of the Data Banks' receipt of a report on their enrolled practitioners without having to perform a traditional query on the subjects.

This service is offered as an alternative to the current traditional Data Bank querying service. Entities may continue to query on practitioners, enroll all practitioners in the PDS, or enroll some practitioners in the PDS while continuing to use the traditional query method on others. The PDS meets the legal and accreditation requirements for querying the National Practitioner Data Bank (NPDB). As long as the practitioner remains enrolled in the PDS you have met the requirement to query. Enrollment confirmation may be used to demonstrate compliance with accreditation standards including on-going monitoring. The format and the information contained in the Data Bank report, as well as the information required to be reported to each Data Bank, remain the same.

Canceling a PDS Subject Enrollment

You must cancel any PDS enrollment immediately upon receiving notice that the subject has left your organization. Failure to cancel enrollment of a subject that is no longer part of your organization could result in a violation of the confidentiality provisions of the *Health Care Quality Improvement Act of 1986*, as amended, and may result in a civil money penalty. The *Privacy Act* also contains penalties for confidentiality breaches of Data Bank information.

Entities can cancel a subject enrollment through the Integrated Querying and Reporting Service (IQRS). Subjects may also be canceled via the Interface Control Document (ICD) Transfer Program (ITP). Enrollments canceled prior to the next renewal date will not be refunded. For information on how to cancel subjects in the PDS using ITP, go to www.npdb-hipdb.hrsa.gov/itp.html.

Note: Enrollments that are not renewed within one month of expiration are automatically canceled. Canceled enrollments cannot be reactivated. The practitioner may be re-enrolled

for the annual subscription fee. Canceled enrollment data will be retained for fours years and confirmations of enrollment will be provided as requested during that time.

Cancel an Enrollment in the PDS

To cancel a subject enrollment:

1. Log in to the IQRS, located at *www.npdb-hipdb.hrsa.gov*.

2. On the *Registration Confirmation* screen, click **Continue.**

3. On the *Options* screen, click **Proactive Disclosure Service**.

4. On the *Proactive Disclosure Service* screen, click **Manage Subjects**.

5. On the *Manage PDS Subjects* screen, click a subject Name link. **Note**: To easily search for an enrolled subject or group of subjects to update, you may click **Search Subjects**. You may also sort the information on the *Manage PDS Subjects* screen by clicking on the column heading links. To view specific groups of confirmations, click **Filter Subjects**.
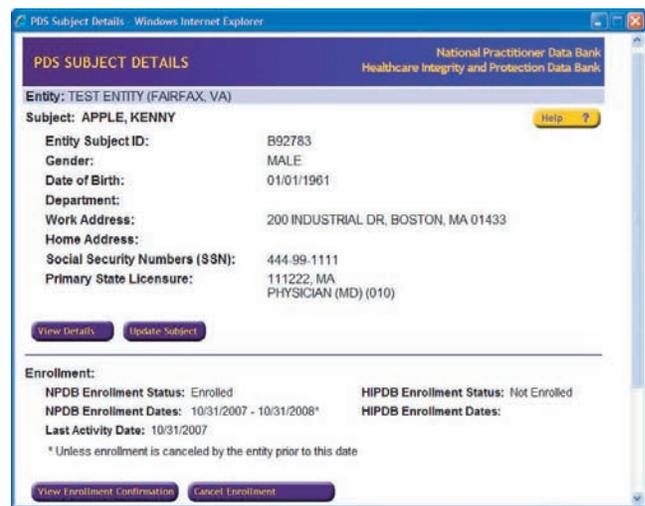
Figure 1. PDS Subject Details Screen

6. The *PDS Subject Details* screen (Figure 1) displays. On this screen, click **Cancel Enrollment**.

7. On the *Submitter Certification* screen, choose when you want the cancellation to take effect. You may choose to Cancel Immediately or Schedule Cancellation for a Later Date. Specify the reason for cancellation, complete the Certification section, and click **Submit to Data Bank(s)**. **Note**: Once an enrollment is canceled it cannot be reactivated. Enrollments canceled prior to the next renewal date will not be refunded.

8. The *Cancel Confirmation* screen displays, confirming that the cancellation was made. You may print this for your records.

Canceling a Future PDS Enrollment

IQRS users may specify a future cancellation date for PDS subjects on the *Submitter Certification* screen. PDS entities employing locum tenens practitioners have expressed the desire to specify a future date to automatically cancel enrollments. Entities (e.g., those employing locum tenens practitioners) may specify a PDS cancellation date on the enrollment screens. This feature provides a safety net by permitting entities to supply an automatic cancel date, rather than requiring them to cancel at the time of the practitioner's departure. For example, if a practitioner is scheduled to retire, an entity can flag the PDS cancellation date at the same time as processing the rest of the practitioner's internal paperwork. Entities do not need to return to the PDS on the practitioner's retirement date to cancel the enrollment. Entities can also be able to modify or remove the future cancellation date if the employment circumstances change.

Batch PDS Enrollment Cancelation

To save PDS users time and to easily cancel large numbers of practitioners at one time, users may select multiple practitioners for cancellation on the *Cancel PDS Enrollments* screen. To access this screen, click **Cancel Subjects** on the *PDS Options* menu.

Additional Information on the PDS

For more information on the PDS, see the PDS Web site page, available at *www.npdb-hipdb.hrsa.gov/pds.html*. Also see the PDS Frequently Asked Questions, located at *www.npdb-hipdb.hrsa.gov/faq-PDS.html*. Subjects may also be enrolled in PDS via the ITP. To access the ICD that specifies the PDS file format for use with ITP, go to *www.npdb-hipdb.hrsa.gov/itp.html*.

NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at *www.npdb-hipdb.hrsa.gov*. If you need assistance, contact the NPDB-HIPDB Customer Service Center by e-mail at *help@npdb-hipdb.hrsa.gov* or by phone at 1-800-767-6732 (TDD 703-802-9395). Information Specialists are available to speak with you weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The NPDB-HIPDB Customer Service Center is closed on all Federal holidays.