

FACT SHEET ON UPDATING A SUBJECT IN THE PROACTIVE DISCLOSURE SERVICE PROTOTYPE (PDS)

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 subject.

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 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.

Update a Subject in the PDS

To update information on a subject in the PDS:

1. Log in to the Integrated Querying and Reporting Service (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 (Figure 1), 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. You may refine the subject results by using the Last Name Range filter on this screen. To apply the filter selections, click **Filter Subjects**.

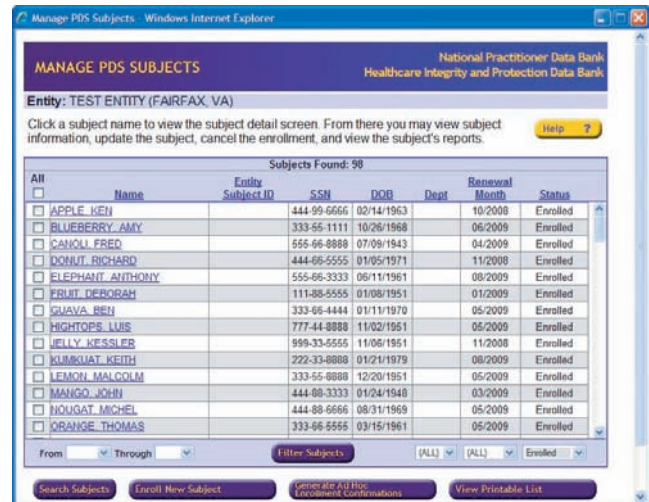


Figure 1. Manage PDS Subjects Screen

6. The *PDS Subject Details* screen (Figure 2) displays. On this screen you may view subject information, update the subject, cancel the enrollment, view the subject's enrollment confirmation, and view the subject's reports.
7. Complete the on-screen *Update PDS Subject* form and click **Submit to Data Bank(s)**.

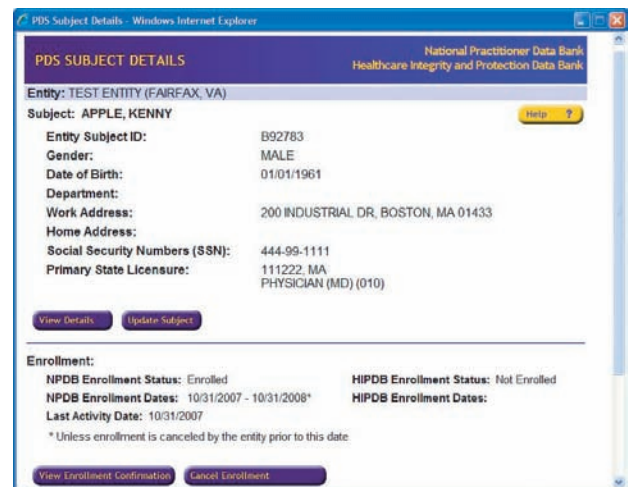


Figure 2. PDS Subject Details Screen

8. Complete the *Submitter Certification* screen, and click **Submit to Data Bank(s)**. The *Update Confirmation* screen displays, confirming that the update was made. **Note:** If the update is significant (i.e., Name, Social Security Number, licensure information), the *Interim Update Confirmation* screen will display, noting that the update will be processed within 2 to 4 hours. At that time, your entity can retrieve the final enrollment update confirmation. Under certain circumstances, additional processing time may be required.

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 the PDS via the Interface Control Document (ICD) Transfer Program (ITP). To access the ICD that specifies the PDS file format for use with ITP, go to www.npdb-hipdb.hrsa.gov/itp.html. For information on how to enroll subjects in the PDS using ITP, contact the Customer Service Center (1-800-767-6732) to request the PDS ICD.

NPDB-HIPDB Assistance

For additional Data Bank 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.