



# National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



## FACT SHEET ON HISTORICAL QUERY AND REPORT SUMMARIES

### Internet Querying and Reporting

Registered entities with active querying and reporting privileges and authorized agents on behalf of registered entities use the Integrated Querying and Reporting Service (IQRS) to query and/or report to the National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB). The IQRS is an electronic, Web-based system that represents part of an ongoing effort to improve the efficiency and responsiveness of the NPDB-HIPDB.

### Historical Query and Report Summary Functionality

The historical query and report summary functionality enables your entity to search for past (Individual and Organization) reports and queries submitted by your entity within a specified date range. You can obtain a summary of subjects that have been previously queried on (or reported on) by your entity, in order to verify that specific queries or reports were submitted. The history will be provided in accordance with the search criteria that you specify on-screen. Searches may be performed dating back to June 2000, but the date range selected for general searches (searches without specifying a subject name) must not exceed a one year time period.

**Note:** Agents who perform queries and/or reports on behalf of multiple entities may only receive historical query and/or report summaries for the entity that they are currently logged in as. For example, an agent would have to log in to the IQRS for each entity that wants historical data and complete the historical query request for each separate entity under the appropriate entity Data Bank Identification Number (DBID).

### How to Retrieve a Historical Query Summary

1. After logging into the IQRS, click **Continue** on the *Entity Registration Confirmation* screen. From the *Options* screen, click **View Historical Queries**.
2. On the *Historical Query Selection* screen (Figure 1), specify the following information:

**Type of Subject:** Select the appropriate radio button for the type of subject for which you want to search. You must select either an Individual Subject(s) or an Organization Subject(s).

To verify that a particular subject name or specific organization name has been queried, type in the specific name in the appropriate field under the selected radio button.

Figure 1. Historical Query Selection Screen

If you are unsure of the correct spelling of a name, you may use a wildcard character, such as the asterisk (\*) or the percent (%), anywhere in the name after the first few characters of the specific name. To narrow the search of the query and retrieve the results faster, provide as much information as possible before using the wildcard character. If you want to obtain a listing of all Individuals or Organizations queried, leave the name fields blank.

**Submission Date Range:** For all historical queries performed by your entity for a specific time period, specify the date range for which you wish to search. In the From field, enter a date for the search to begin. Historical queries can date back to June 2000, but may only specify query searches in one-year increments.

For a historical query search on a specific individual or organization name, the one-year increment does not apply. The date range selected can be for any date range dating back to June 2000. For example, if you want to verify that John Doe was previously queried since June 2000, complete the Last Name and First Name fields and enter the appropriate dates in the From and To fields for the time period.

**Note:** When completing the Last Name and First Name fields, do not include a middle name, middle initial or suffix in those fields.

**Status:** This option allows you to decide if you want to obtain a historical summary of all queries submitted by your entity, or just queries that were successfully submitted and returned as "Complete" or "Rejected".

- After you have made your specifications, click **Continue** to proceed with the historical query search or click **Clear** to reset the above radio buttons to default values.
- After you have submitted the historical query selection information, the *Historical Query Summary* screen displays. You may print the summary for your records using landscape orientation.

### How to Retrieve a Historical Report Summary

- After logging into the IQRS, click **Continue** on the *Entity Registration Confirmation* screen. From the *Options* screen, click **View Historical Reports**.
- On the *Historical Report Selection* screen (Figure 2), specify the following information:

Figure 2. Historical Report Selection Screen

**Type of Subject:** Select the appropriate radio button for the type of subject for which you want to verify a report. You must select either an Individual Subject(s) or an Organization Subject(s).

To verify that a particular subject name or specific organization name has been reported, type in the specific name in the appropriate field under the selected radio button. If you are unsure of the correct spelling of a name, you may use a wildcard character, such as the asterisk (\*) or the percent (%), anywhere in the name after the first few characters of the specific name. If you want to obtain a listing of all Individuals or Organizations reported, leave the name fields blank.

**Submission Date Range:** For all historical reports submitted by your entity for a specific time period, specify the date range for which you wish to search. In the From field, enter a date for the search to begin. Historical reports can date back to June 2000, but may only specify searches in one-year increments.

For a historical report search on a specific individual or organization name, the one-year increment does not apply. The date range selected can be for any date range dating back to June 2000. For example, if you want to verify that John Doe was previously reported since June 2000, complete the Last Name and First Name fields and enter the appropriate dates in the From and To fields for the time period. **Note:** When completing the Last Name and First Name fields, do not include a middle name, middle initial or suffix in those fields.

**Status:** This option allows you to decide if you want to receive a summary of all reports submitted by your entity, or just reports that were submitted and returned as “Complete” or “Rejected”.

**Type of Report:** Select the appropriate radio button for the type of report submitted. You may choose Adverse Action Report (AAR), Medical Malpractice Payment Report (MMPR), Judgment or Conviction Report (JOCR), or you may select All for a summary of all report types submitted in the specified date range.

- After you have made your specifications, click **Continue** to proceed with the historical report search or click **Clear** to reset the above radio buttons to default values.
- After you have submitted the historical report search, the *Historical Report Summary* screen displays. You may print the summary for your records using landscape orientation.

### NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at [www.npdb-hipdb.hrsa.gov](http://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](mailto: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.