

FACT SHEET ON ACTIVATING THE PROACTIVE DISCLOSURE SERVICE PROTOTYPE (PDS) AND ESTABLISHING PREFERENCES

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.

All eligible queriers are invited use the PDS. To participate in the PDS, the Entity Data Bank Administrator must click **Activate Proactive Disclosure Service (PDS)** on the *Administrator Options* screen and follow the on-screen instructions. Enrollment for each Data Bank is determined by the entity's registration, which is based on its statutory authority to query. For more information on PDS details, see www.npdb-hipdb.hrsa.gov/pds.html.

Activating the PDS and Establishing PDS Preferences

1. Your Entity Data Bank Administrator must 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 *Administrator Options* screen, click **Activate Proactive Disclosure Service (PDS)** (Figure 1).
4. On the *Activate Proactive Disclosure Service* screen (Figure 2), users who are currently receiving report



Figure 1. Administrator Options Screen

change notices will automatically be selected to receive PDS e-mail notifications. Current agent relationships will also automatically be selected to use the PDS on your behalf. Entity Data Bank Administrators may modify these preferences during the initial PDS activation process. Review the information, check the acknowledgement box, and complete the Certification section on the *Activate Proactive Disclosure Service* screen. Click **Submit to Data Bank(s)**. **Note:** To update preferences after the initial activation, click **Maintain User Accounts or Maintain Agent Information** from the *Administrator Options* screen.

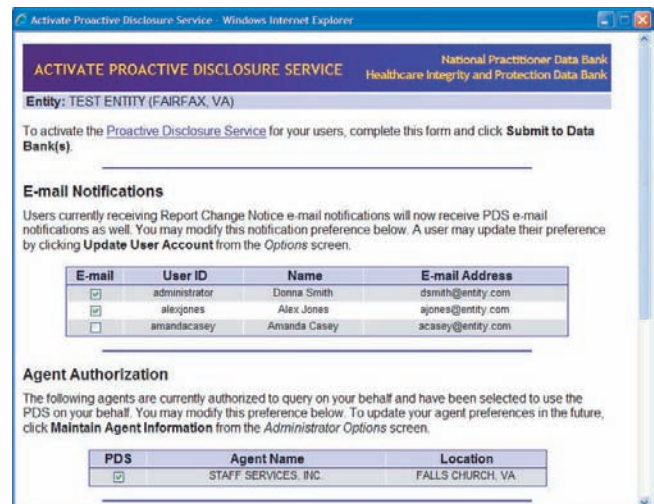


Figure 2. Activate Proactive Disclosure Service

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 Interface Control Document (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.