



NPDB-HIPDB DATA BANK NEWS



National Practitioner Data Bank—Healthcare Integrity and Protection Data Bank

JANUARY 2009

Data Banks Go Green with Consolidated Query Responses

In January, Data Banks users will notice a change in their Integrated Querying and Reporting Service (IQRS) query responses. Instead of receiving one response from the National Practitioner Data Bank (NPDB) and another from the Healthcare Integrity and Protection Data Bank (HIPDB), the response will be consolidated into a single document. The query response, (see Figure 1) will indicate (with a checked box) if the report is maintained under statutes for Title IV (NPDB), Section 1921 (when approved), or Section 1128E (HIPDB).

Previously, entities that elected query privileges for both the NPDB and HIPDB received two separate responses; one response from each Data Bank queried. Likewise, the actual report will only be provided one time, even if it is maintained in both Data Banks.

The consolidated query response continues efforts to reduce the consumption of natural resources and reduce the amount of paper we use. ❖

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**National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank**
P.O. Box 10832
Chantilly, VA 20153-0832
<http://www.npdb-hipdb.hrsa.gov>

DCN: 7940000053364669
Process Date: 11/05/2008
Page: 1 of 1
SAMPLE, JOSEPH
For authorized use by:
COUNTY HOSPITAL

QUERY RESPONSE

This query was processed under the provisions of:

Title IV (NPDB) Section 1128E (HIPDB)

A. SEARCH RESULT (Based on the subject identification information provided, the reports found are listed below.)

Medical Malpractice Payment Report(s):	No Reports	Professional Society Action(s):	No Reports
DEA/Federal Licensure Action(s):	No Reports	Exclusion or Debarment Action(s):	No Reports
State Licensure Action(s):	No Reports	Government Administrative Action(s):	No Reports
Health Plan Action(s):	No Reports	Judgment or Conviction Report(s):	No Reports
Clinical Privileges Action(s):	No Reports		

B. SUBJECT IDENTIFICATION INFORMATION (Recipients should verify that subject identified is, in fact, the subject of interest.)

Subject Name: SAMPLE, JOSEPH
Gender: MALE
Date of Birth: 10/09/1968
Other Name(s) Used:
Organization Name:
Organization Type:
Work Address: 2400 HOSPITAL DR
City, State, ZIP: ANYTOWN, MO 67889
Home Address: 1200 MAIN ST
City, State, ZIP: ANYTOWN, MO 67889
Social Security Numbers (SSN): XXX-XX-XXXX
Individual Taxpayer Identification Numbers (ITIN):
Professional School(s) & Year of Graduation: STATE UNIVERSITY (1992)
Occupation/Field of Licensure (Code): PHYSICIAN (MD) (010)
State License Number, State of Licensure: 11111, MO
Drug Enforcement Administration (DEA) Numbers:
National Provider Identifiers (NPI):
Federal Employer Identification Numbers (FEIN):

Figure 1. The new consolidated query response (when it goes into effect later this month).

Outreach and Education Activities

It has been a busy season for the Data Banks staff who continue to provide outreach and education activities for Data Banks users. The recent and potential upcoming activities are summarized below:

RECENT OUTREACH ACTIVITIES

Western Regional Policy and Education Forum

(San Francisco, CA, September 11-12, 2008) Data Banks users gathered for the Western Regional Policy Education Forum, engaged in useful discussions regarding Adverse Action licensure codes, and obtained several new ideas for future system improvements.

National Association Medical Staff Services (NAMSS) Policy and Education Forum and Conference

(Milwaukee WI, October 12-15, 2008) The Data Banks Policy and Education Forum convened just before the start of the 32nd Annual NAMSS conference. Data Banks staff also exhibited at the NAMSS conference exhibit hall and gave a presentation titled "Division of Practitioner Data Banks Present and Future" during the conference.

National Association for Specialty Health

Organizations (NASHO) (Las Vegas, NV, October, 21-22, 2008) Data Banks staff exhibited at the 6th Annual Leadership summit, established relationships with many specialty health leaders, and shared ideas and information.

NPDB Executive Committee Meeting (Arlington, VA, November 13, 2008) This year's meeting included discussions regarding the imminent approval of Section 1921 and its impact on the Data Banks, as well as recent and upcoming system enhancements.

Louisiana Society of Medical Staff Services (LSMSS) (Opelousas, LA, November 14, 2008) Data Banks staff spoke about Data Banks policies and procedures at the LSMSS winter conference.

National Health Care Anti-Fraud Association

(NHCAA) (Phoenix, AZ, November 17-20, 2008) Data Banks staff exhibited at the 2008 NHCAA annual training conference.

Introduction to National Committee for Quality Assurance (NCQA) Credentialing Standards Seminar

(Washington, DC, November 20-21, 2008) Data Banks staff spoke about Data Banks policies and procedures at the Introduction to NCQA's Credentialing Standards Seminar.

New Jersey Ambulatory Surgical Center Coalition

(Newark, NJ, December 10, 2008) Data Banks staff gave a presentation on Data Banks policies and procedures at the annual meeting.

POTENTIAL UPCOMING OUTREACH ACTIVITIES

Oregon Medical Board (Portland, OR, January 8-9, 2009) Data Banks staff will speak on Data Banks policies and procedures at the quarterly meeting.

Connecticut Association Medical Staff Services (CTAMSS)

(Meriden, CT, January or March, 2009) Data Banks staff plan to speak about Data Banks policies and procedures at the CTAMSS Conference.

National Conference of the American Association of Preferred Provider Organizations (AAPPO) (Carlsbad, CA, February 8-10, 2009) Data Banks staff to exhibit at the conference. ❖

Correction to the October 2008 Newsletter Article

"Update: National Evaluation of the NPDB"

In the October 2008 newsletter, we stated that "A summary of the final results is expected in the January 2009 issue of *NPDB-HIPDB Data Bank News*. The full survey results will also be available to Data Banks users and the public on the Data Banks Web site at a later date." The article should have stated the following: "The full survey results are expected in the spring. An article in a forthcoming newsletter will summarize the survey results. In addition, the survey contents will be provided upon written request." We apologize for any inconvenience. ❖

E-Newsletter Status

Not receiving the e-newsletter? Be sure to add the domain npdb-hipdb.hrsa.gov to your e-mail "safe senders list," so that your e-mail spam filter does not block our e-mails. You may learn more about how to add our domain name to the "safe senders list" from our security FAQ page at www.npdb-hipdb.hrsa.gov/faq-Security.html.

Our efforts to Go Green are moving forward through electronic delivery of the newsletter. Integrated Querying and Reporting Service (IQRS)

users can elect to discontinue their paper copy by clicking **Update User Accounts** on the *Options* screen and making their selections. Entity Data Bank Administrators can discontinue their users' paper copies by clicking **Maintain User Accounts** on the *Administrator Options* screen and making their selections.

At any time, you may also view and print the newsletter on our Web site at www.npdb-hipdb.hrsa.gov/newsletter.html. ❖

Security Hints From the Data Banks

The beginning of the New Year is a good time to make new resolutions to safeguard the Data Banks and your work environment. Here are some New Year's security resolutions to get you started:

- Verify the date and time when your Integrated Querying Reporting Service (IQRS) account was last accessed. Contact your Entity Data Bank Administrator or the Customer Service Center if you notice anything unusual.
- Do not share reports with anyone who is not authorized to see them.
- Securely store hardcopy reports in your workplace, and password protect all Data Banks electronic reports.
- Dispose of information securely. Hardcopy reports must be shredded. Digital media must be sanitized or destroyed before disposal.
- Protect Personally Identifiable Information (PII) and sensitive information. Information should never be transmitted via fax. Information transmitted via e-mail or stored electronically must be password protected and encrypted.
- Create strong passwords that are difficult to guess. A password should never contain a word found in the dictionary, or your personal information.
- Keep your user ID and password confidential. Do not share your credentials with anyone or accept another's if offered to you.
- Do not open e-mail attachments from someone you do not know. Only open attachments that you are expecting from a source that you know.
- Do not click on links embedded in an e-mail unless you know they are from a trusted source. Instead, access Web sites directly.
- Keep your anti-virus software and operating system software up-to-date. Work with your IT department for assistance as needed. ❖

Reporting Code Improvements

In September 2007, the Division of Practitioner Data Banks (DPDB) initiated a review of code lists found on Data Banks reporting and registration formats. Data Banks customers use these codes when reporting information such as the reason for taking an adverse action, a practitioner's occupation or field of licensure, or the primary function of a registered entity. The purpose of this review was to ensure code lists continue to describe the range of information that reporters require and to identify areas for improvement.

DPDB started the review process by compiling relevant comments and suggestions received from customers over the last several years. DPDB then sought additional customer input by soliciting recommendations at Policy Forums, conferences and other public venues; posting a request for input on the Data Banks' Web site; and sending e-mails to customers with whom the Data Banks have had contact in the past regarding policy or reporting questions. In addition, DPDB analyzed the text descriptions provided by reporters when they selected an "Other, Specify" code on a report.

DPDB staff carefully reviewed all customer recommendations and the results from the data analysis. DPDB identified changes to existing codes and added new codes to improve reporting accuracy and information value. To maintain consistency with industry standards, DPDB also consulted classification systems used by other organizations and government agencies (such as the

Centers for Medicare & Medicaid Services [CMS]) to describe similar categories of information. As a result of this process, DPDB modified the following code lists:

- Occupation/Field of Licensure.
- Primary Function of Entity (Entity Registration).
- Adverse Action Classification Codes.
- Basis for Action Codes.

Some examples of these changes include:

- Providing more Adverse Action Classification Code options when reporting a Revision-to-Action Report.
- Expanding the categories of technologists and technicians on the Occupation/Field of Licensure Code list.
- Providing more specific options on the Basis for Action Code list, such as additional examples of unprofessional conduct and more codes related to criminal convictions.

The revised code lists are scheduled to be available in the system by June 2009. We believe these changes will benefit reporters and queriers by further enhancing the accuracy and clarity of National Practitioner Data Bank (NPDB) and Healthcare Integrity and Protection Data Bank (HIPDB) information. ❖

Helpful Hints from the Data Banks

CREATING A MERCHANT ACCOUNT

The responsibility for the National Practitioner Data Bank (NPDB) and Healthcare Integrity and Protection Data Bank (HIPDB) resides with U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHPr), Division of Practitioner Data Banks (DPDB). When you query the NPDB-HIPDB, your billing statement shows the actual billing system that accessed your account (e.g., NPDB, HIPDB) and not HRSA.

For purchase orders and merchant identification, please use the following:

NPDB Merchant: HHS, HRSA, NPDB
FEIN: 52-082-1668

D-U-N-S Number: 044007990
HIPDB Merchant: HHS, HRSA, HIPDB
FEIN: 52-082-1668
D-U-N-S Number: 044007990

Merchant Address: HHS, HRSA
Parklawn Building, Rm 8-103
5600 Fishers Lane
Rockville, MD 20857

IMPORTANT REMINDER FOR AGENTS

Authorized agents who query on behalf of multiple entities must ensure that they do not share or disclose query responses between the separate entities. Authorized agents must query the Data Banks separately on behalf of each health care entity they represent. The response to a query submitted for one entity cannot be disclosed to another entity. ❖

Dear Data Banks...

This column answers questions about the Data Banks' policies and procedures. If you have a question, please write to Dear Data Banks at P.O. Box 10832, Chantilly, VA 20153-0832 or e-mail your question to Dear Data Banks at help@npdb-hipdb.hrsa.gov. We look forward to hearing from you!

Question: If I enroll my practitioners in the Proactive Disclosure Service Prototype (PDS), do I still have to query on them at re-appointment or any other time?

Answer: No. Once you enroll a practitioner in the PDS, you do not need to query on that practitioner as long as the practitioner remains enrolled in the PDS.

The PDS takes the place of the traditional query you have been submitting. When you enroll a practitioner in the PDS, you receive an enrollment confirmation and a copy of all reports that matched the subject information you submitted. After that, you will receive an e-mail notification for new and changed reports on the enrolled practitioner within 24 hours of the Data Banks' receipt of new reports.

Enrolling practitioners in PDS is the same as querying 24 hours a day, every day of the year. In addition, all enrollment and report information is always available for downloading or printing in Portable Document Format (PDF).

Question: Is there a minimum or a maximum number of subjects that I can enroll in the PDS?

Answer: No. An entity can enroll any number of practitioners in the PDS, regardless of their fields of licensure, however, there is a batch limit of 1,000 practitioners per enrollment transaction. If you plan to enroll 5,000 practitioners at once, you will need to submit five separate batches of 1,000 names each.

Question: What is the deadline for reporting an indefinite clinical privilege adverse action?

Answer: Hospitals, other health care entities, and professional societies are required to report adverse clinical privilege actions that are in effect for more than 30 days. The report should be submitted within 30 days of the date that the action was taken. For example, on May 1st the medical board suspends a practitioner's clinical privileges for 6 months. The action is in effect for more than 30 days since it is a 6-month suspension, and the board must submit the report by May 31st, which is within 30 days of the action.

A clinical privileges action for an indefinite period (when the reporter does not know how long the action will be in effect) becomes reportable on the 31st day the action is in effect and the action must be reported

within 30 days. For example, if the practitioner's clinical privileges were suspended on May 1st for an indefinite period of time, the action is not reportable until it is in effect for more than 30 days, which is June 1st. The action must be reported within 30 days of June 1st, or by July 1st.

Missing the deadline does not excuse the reporter from filing a required report. The reporting entity must also send a copy of the final report to the State licensure board.

Question: If a State licensing board reports the suspension of the practitioner's license for 90 days, and the suspension is later reduced to 45 days, what type of report should the board submit for this new action?

Answer: The State licensure board should submit a Revision-to-Action Report to reflect the subsequent reduction in the number of suspension days.

If you have an urgent question, please call the Customer Service Center at 1-800-767-6732. 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 Customer Service Center is closed on all Federal holidays. ❖



Spotlight on PDS: Did You Know...

Enroll your practitioners in the Proactive Disclosure Service Prototype (PDS)! The PDS is available to all registered entities and is the most efficient way for you to stay informed about reports in the Data Banks that relate to your practitioners. Users are encouraged to provide feedback and suggestions on future PDS enhancements they would like to see. Recently implemented enhancements (in November 2008) include these user requested features:

Did you know...that all registered entities may now activate the PDS, enroll their practitioners, and begin receiving ongoing querying for Data Banks reports with ease? Just follow the on-screen instructions to activate the service for your users. After activation, see Figure 1, the *Activate Proactive Disclosure Service* screen, for more information. Integrated Querying and Reporting Service (IQRS) users that currently receive report

Entity: TEST ENTITY (FAIRFAX, VA)

To activate the [Proactive Disclosure Service](#) for your users, complete this form and click **Submit to Data Bank(s)**.

E-mail Notifications

Users currently receiving Report Change Notice e-mail notifications will now receive PDS e-mail notifications as well. You may modify this notification preference below. A user may update their preference by clicking Update User Account from the Options screen.

E-mail	User ID	Name	E-mail Address
<input checked="" type="checkbox"/>	administrator	Betty Harris	admin@testentity.com
<input type="checkbox"/>	BSmithfield	Bob Smithfield	none
<input type="checkbox"/>	CRobbins	Claire Robbins	claire@testentity.com
<input checked="" type="checkbox"/>	PJohnson	Peter Johnson	peter@testentity.com
<input checked="" type="checkbox"/>	TJonesHunt	Tatum Jones-Hunt	tatum@testentity.com

Agent Authorization

The following agents are currently authorized to query on your behalf and have been selected to use the PDS on your behalf. You may modify this preference below. To update your agent preferences in the future, click Maintain Agent Information from the Administrator Options screen.

PDS	Agent Name	Location
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Figure 1. Entities may activate the PDS on the *Activate Proactive Disclosure Service* screen.

change notices via e-mail are automatically selected on the *Activate Proactive Disclosure Service* screen to receive the PDS e-mail notifications. In addition, existing IQRS agent preferences are pre-populated when activating the PDS. This streamlines the activation process for entities to easily begin using PDS. Entity Data Bank Administrators should review their PDS preferences, and make changes on the *Activate Proactive Disclosure Service* screen if necessary. After activation, entities can begin enrolling practitioners directly from their IQRS subject database into the PDS for a 1-year enrollment period. Entities can manually enroll their practitioners through the IQRS, or they can enroll practitioners through the Interface Control Document (ICD) Transfer Program (ITP) and, beginning in June, through the Querying and Reporting XML Service (QRXS). To access the ICD that specifies the PDS file format for use with ITP, go to www.npdb-hipdb.hrsa.gov/itp.html.

After the PDS activation, Entity Data Bank Administrators may update their agent or user preferences on the *Administrator Options* screen by clicking **Maintain Agent Information** or **Maintain User Accounts** respectively. Data Banks users may update their notification preferences by clicking **Update User Account** from the *Options* screen.

Spotlight on PDS: Did You Know.....continued on page 7

Spotlight on PDS: Did You Know.....continued from page 6

Did you know... that PDS users can take advantage of a new search feature that enables them to search for subjects by the first letter of a “Last Name”? This new search feature is found on the *Search For PDS Subjects* screen. Finding subjects just got easier!

Did you know...that enrollment confirmations and report disclosures are available as Portable Document Format (PDF) documents, and reports on the *PDS Subject Details* screen are also provided in PDF? When users need to print their enrollment confirmations, they can select an option to include the reports with the enrollment confirmations. See Figure 2, the *PDS Subject Details* screen, for more information.



Figure 2. The *PDS Subject Details* screen enables users to print enrollment confirmations with or without reports.

Did you know...that IQRS users of the PDS can specify a future cancellation date for a PDS enrolled subject? This feature was requested to help streamline enrollment cancellations when future departure dates are known. This feature is especially helpful for entities that employ “*locum tenens*” practitioners and know their departure dates in advance. Entities employing practitioners who are planning to retire are also able to request a PDS cancellation date on practitioners’ scheduled retirement dates. Future cancellation dates may always be modified prior to their scheduled cancellation.

Did you know...that IQRS users of PDS may cancel multiple subjects at the same time? Cancelling is no longer a time-consuming task; users can cancel multiple (batch) subjects by clicking **Cancel Subjects** on the *Proactive Disclosure Service* screen, and then simply select the group of subjects you wish to cancel and complete the Certification section with the reason for the cancellations.

Did you know...that the IQRS checks for duplicate PDS enrollments when an entity tries to perform a traditional query on a subject? This feature helps prevent duplicate querying (and users paying unnecessary query costs) and allows users to resolve the conflict by verifying that the subject is already enrolled, or not enrolled, in the PDS. The subject can be removed from the query if it is found to be a duplicate.

Did you know...that a PDS Entity Subject Identification Number (created by the entity) is displayed in the enrollment confirmation header to help users more easily identify the subject on the enrollment confirmation? This entity-supplied Subject Identification Number is helpful to have when contacting the Customer Service Center for assistance. ❖

On the Horizon

Automatically Renew Proactive Disclosure Service Prototype (PDS) Subjects!

The Data Banks are looking forward to spring 2009 and a new PDS feature that will allow entities to automatically renew their PDS subjects at the end of their PDS enrollment period! Users requested this automatic renewal option so they would not have to manually renew their practitioners into PDS each year....stay tuned for more details in the next edition of the *NPDB-HIPDB Data Bank News!*

Upcoming Integrated Querying and Reporting Service (IQRS) User Review Panel (URP)/ Policy Forums

The Data Banks are in the process of planning two IQRS URP/Policy Forums. The URP session will discuss current and future system enhancements and security. The policy session will address basic information as well as hot topics concerning querying and reporting to Data Banks. The 2-day Forums will take place in June (northeast region) and in September (southwest region). Look for additional information regarding registration for these Forums in the next issue of *NPDB-HIPDB Data Bank News*. ❖

U.S. DEPARTMENT OF HEALTH AND
HUMAN SERVICES

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PRESORTED STANDARD
U.S. POSTAGE PAID
TEMPLE HILLS, MD
PERMIT NO. 4004