NATIONAL PRACTITIONER DATA BANK (NPDB)
AND
HEALTHCARE INTEGRITY AND PROTECTION DATA BANK (HIPDB)

INTERFACE CONTROL DOCUMENT (ICD) FOR PASSWORD CHANGE XML TRANSACTIONS

Version 1.00

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The table below identifies changes that have been incorporated into each baseline of this document.

Date	Version #	Change Description
3/31/2008	1.00	Initial version.

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1. Overview

1.1 Introduction

This Interface Control Document (ICD) provides information concerning the format, structure, and content of electronic files for submitting Password Change Transactions via the Querying and Reporting XML Service (QRXS) client program to the National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB).

There are two methods for QRXS users to change user account passwords within the Data Bank(s):

- Interactively via the Internet using the Integrated Querying and Reporting Service (IQRS).
- Through an XML transaction file submission, the QRXS with data provided in the format specified in this ICD.

To submit password change transactions to the NPDB, an entity must be authorized under Title IV of Public Law 99-660, the *Health Care Quality Improvement Act of 1986*, as amended and 45 CFR Part 60, and must be registered with the NPDB. To submit password change transactions to the HIPDB, an entity must be authorized under Section 1128E of the *Social Security Act* and 45 CFR Part 61, and must be registered with the HIPDB. Attempts to access the Data Banks by unauthorized entities or persons are punishable by fine and/or imprisonment under Federal statute. Do not attempt to access the IQRS or use this document until you are properly registered with the NPDB-HIPDB.

Use of the procedures outlined in this ICD signifies acceptance of the Disclaimer in Appendix A and the Rules of Behavior in Appendix B. Should you have questions concerning your responsibilities, please contact the Customer Service Center immediately as specified in Section 1.5, Contact Information.

1.2 Types of Password Change Transactions

All password change transactions submitted to the Data Bank(s) must specify the transaction type. The "action" data element of the submission record, defined in Section 4.1, Data Dictionary – Elements, is used to specify one of the following password change transaction types:

Change: Used by an entity user or administrator to change their account password.

Reset: Used by an entity's administrator to reset a user's password when the account is locked or the password is unknown. Only the entity administrator is permitted to reset a user's password.

1.3 Submission of Password Change Transactions to the Data Bank(s)

This ICD specifies the data elements (variables), data types, acceptable values and codes, organization, and format for submitting password change transactions to the NPDB-HIPDB system by the QRXS and for interpreting (i.e., parsing) electronic password transaction responses received from the QRXS. QRXS files submitted to the NPDB-HIPDB system will be validated against the specifications in this document, which may be amended periodically. All mandatory fields must be completed, and only values specified in this ICD may be used in coded fields. The party submitting a transaction file to the NPDB-HIPDB is solely responsible for ensuring that the file adheres to the format specified in this ICD. The Data Banks recommend that submitters use an XML Schema validator to validate the structure and format of submission files prior to submission. Any file that deviates from these specifications will be rejected.

1.3.1 The QRXS Client Program

XML files are transferred electronically to and from the NPDB-HIPDB system via the QRXS client program. The QRXS client program and user guide are available on the NPDB-HIPDB Web site at *www.npdb-hipdb.hrsa.gov/qrxs.html*. For security, all communication with the QRXS is transmitted over a secure socket layer (SSL) connection.

1.4 User Account Security

1.4.1 User Accounts

Each entity has two types of accounts to access the Data Banks, the administrator account and user accounts. The administrator account is used to create and manage the user accounts. User accounts are used to submit transactions and retrieve responses from the Data Banks. The Data Banks have established security policies in order to reduce the risk of unauthorized access to user accounts and protect the confidentiality of practitioner reports.

1.4.2 New Entity Registration Passwords

New entities that register with the Data Banks will receive registration information via U.S. mail that includes a Data Bank Identification Number (DBID), the administrator account User ID, and a temporary administrator account password. A newly registered entity is required to log in to the IQRS or QRXS and change the administrator account password within 30 calendar days of the registration verification mailing date. If an entity does not log in to the IQRS or QRXS within 30 calendar days of the registration verification mailing date, the registration password will expire, the account is automatically locked, and the administrator must contact the Data Banks to reset the password.

1.4.3 User Account Password Policies

A user must provide their organization's DBID, their user ID, and user account password each time they access the IQRS or QRXS. If a valid password is not provided after five consecutive attempts, the user account is locked and the user must contact the entity administrator to submit a user account password reset request.

Users are required to change their account password **every 90 calendar days.** An IQRS or QRXS password change request can be submitted at any time to change an account's password. Once a password expires, a **30 calendar day** grace login period is available to allow the account password to be changed. Once a password has expired, the NPDB-HIPDB will not accept submissions and access will not be permitted to response files from that account until the account password is successfully changed. Once the grace login period is expired, the account is automatically locked and the user must use the IQRS to change the password or contact the entity administrator to reset the user's password.

NOTE: In order to use the IQRS to change a password once the grace login period has expired, a user must have an e-mail address stored in their user account in the IQRS. An e-mail will be sent to the user to enable the expired password to be changed.

To ensure the security and privacy of user account passwords when using QRXS, the response to a password change request transaction can only be downloaded by the same user account that submitted the transaction.

1.4.4 Resetting Password

When a user forgets his or her password, or is locked out of the IQRS or QRXS, the entity administrator is responsible for providing a new Data Banks-generated temporary password to the user. A Data Banks-generated temporary password is valid for three calendar days and must be changed by the user before the user can submit transactions or retrieve response files. Only the administrator can submit and download

transactions to reset user passwords using QRXS. The administrator cannot reset his or her own password. A password change transaction should be submitted instead of a password reset transaction.

To ensure that the current administrator is correctly identified in the Data Banks, he or she must log in to the IQRS and update the administrator's user account with the administrator's name, title, telephone number, and e-mail address.

If the entity's administrator forgets his or her password, or is locked out of the IQRS or QRXS, the administrator must call the NPDB-HIPDB Customer Service Center to receive a Data Banks-generated temporary password. If the administrator's name is not maintained in the administrator's IQRS user account, the company's certifying official will be required to submit a signed, faxed request for the change on company letterhead. The Customer Service Center will respond by immediately changing the old administrator password and contacting the new administrator with a Data Banks-generated temporary password and instructions for updating the administrator's account. These temporary passwords (user and administrator) will only be valid for three calendar days. The user/administrator must change his or her password immediately; and no grace login period will be permitted.

1.4.5 Password Restrictions

The Data Banks also prohibit the use of common or easily guessed passwords by applying the following password restrictions:

- Passwords must be from 8 to 14 characters.
- Passwords must have at least one alphabetic and one numeric character.
- Passwords may not be the same as the User ID.
- Passwords may not be the same as any of the last four passwords.
- Passwords may not contain a word found in the dictionary.
- Passwords may not be a common Data Bank word (e.g., NPDB, IQRS).
- Passwords may not be a simplistic or systematic sequence (e.g., abcd1234).

1.5 Contact Information

Periodic updates are made to the ICD for Password Change XML Transactions by the Data Banks. To receive advance notice of QRXS news and system changes, users should join the QRXS Mailing List at *www.npdb-hipdb.hrsa.gov/MailingListReg.html*.

The Data Banks make an effort to notify users at least one month in advance of an update to code lists. Users should expect code lists to be updated quarterly. Additional updates to the XML Schema files are required periodically. Users will be notified six months in advance of updates to the XML Schema files. If you are already registered for the QRXS Mailing List and would like to be removed, contact the Customer Service Center.

For specific questions concerning registration or NPDB-HIPDB reporting requirements, contact the NPDB-HIPDB Customer Service Center by e-mail at *npdb-hipdb@sra.com* or by phone at 1-800-767-6732 (TDD 703-802-9395). Only authorized and registered users may report to or query the Data Bank(s). The *Entity Registration* form, information regarding NPDB-HIPDB policies and procedures, and the specifications are available at *www.npdb-hipdb.hrsa.gov*.

1.6 On-line Resources

The QRXS resources are available for download at *www.npdb-hipdb.hrsa.gov/qrxs.html*. The Web site contains:

- This ICD, in PDF format.
- The QRXS distribution package containing the stand-alone client program that transmits files containing report data to, and receives response files from, the Data Banks. This distribution package also contains supporting documentation for the Application Programming Interface (API), which is part of the client program.
- The QRXS Client Program User Guide, in PDF format.
- The XML Schema files for this ICD.
- Sample password change/reset submission and response files.

1.7 Document Organization

This document is organized into four sections and two appendices.

Section 1, Overview, contains a brief description of the ICD and information concerning user account security.

Section 2, Transaction File Formats, contains the general submission and response file formats and explains how to read the schema diagrams.

Section 3, Transaction File Data Records, contains the format for and the contents of the submission and response files.

Section 4, Data Definitions, contains the element definitions and common codes found within the schema, and it contains the list of error codes.

Appendix A, Disclaimer, specifies the terms and conditions for using this ICD. This appendix defines the limit of responsibility for the information contained in and the use of this ICD.

Appendix B, Rules of Behavior, specifies the conditions that must be followed to gain access and obtain information from and report to the NPDB-HIPDB system.

2. Transaction File Formats

Password change transactions sent to the NPDB-HIPDB system are referred to as submission files. Responses returned by the Data Bank(s) to each user who submitted a password change (via electronic transaction file) are referred to as response files. A submission and response file may contain only one transaction.

Submissions and responses are XML documents that conform to the Password Change schema written in the W3C XML Schema Language (version 1.0). The specifications (the schema and this ICD) for submission and response files are available at *www.npdb-hipdb.hrsa.gov/qrxs.html*. Submission files should be checked for schema compliance using an XML Schema validator prior to submission.

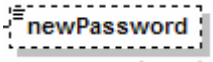
Section 3, Transaction File Data Records, defines the format and content of data records within a transaction file. Section 4, Data Definitions, defines each of the data elements in the file formats. Rules for data that may be optional or conditionally required are indicated in the data dictionary.

Below is a guide to the format diagrams:

A box with a solid line 

surrounds required elements.

The little box on the right side of the element displaying a "+" or "–" indicates that the element is a complex type. The "+"means that the simple elements in the complex type are not displayed in the same figure where as the "–" indicates that the simple elements are displayed.

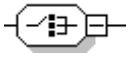
A box with a dashed line surrounds 

elements that may be optional (depending on the type of transaction).

The cardinality of an element is indicated with a range 

if more than one instance may be allowed.

The symbol  denotes a schema sequence; elements in the sequence must appear in the order shown.

The symbol  denotes a schema choice; only one of the elements shown may appear in the record.

2.1 Submission File Format

A Password Change Submission file consists of a Submitter Record and one submission. Record formats are described in Section 3, Transaction File Data Records.

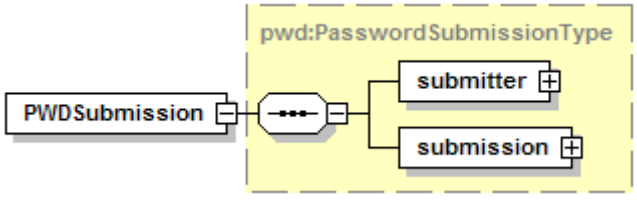


Figure 1: Password Change Submission File

2.2 Response File Format

A password change transaction submission will result in a Password Change Response File.

2.2.1 Password Change Response

A Password Change Response File contains one submitter record and one response record. A response for a successful password change transaction and a rejected password change transaction use the same record formats. Record formats are described in Section 3, Transaction File Data Records.

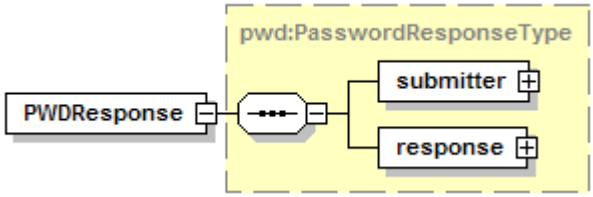


Figure 2: Password Change Response File

3. Transaction File Data Records

The format and content of data records within a transaction file are defined in the W3C XML Schema Language. The specifications (the schema and this ICD) for the data records are available at *www.npdb-hipdb.hrsa.gov/qrxs.html*.

Refer to Section 4, Data Definitions to determine the specific requirements for the information being submitted. Mandatory fields must be completed or the transaction **will be rejected**.

The record elements are defined in Section 4.1, Data Dictionary – Elements. The description, format, and length are given for each element.

Unless otherwise noted, the specified width represents the maximum number of characters allowed for the element. **All fields larger than the specified field width will be truncated**. Data values that are shorter than the specified field width should not be padded with additional characters. **Transactions submitted using an incorrect record format or invalid codes will be rejected**.

The schema specifies that the UTF-8 character set must be used. Submitted reports must not contain American Standard Code for Information Interchange (ASCII) characters outside the range of 32 to 126 or the transaction will be rejected.

Record types are organized into logical groups using XML Schema types and namespaces. Simple and complex types (e.g., Submitter, Status) that are common to the XML password change format specifications are defined in lower-level schemas so that they can be used to define higher-level records. Some elements are described as being optional in order to provide a flexible schema that can be used to submit both password change transaction types to the Data Banks. Refer to Section 4.2, Data Dictionary – Password Data to determine which elements are required.

3.1 Submitter

The Submitter Record is required for every submission file and included in every response file.

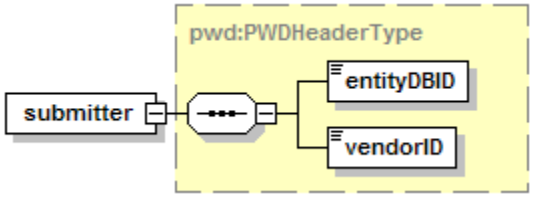


Figure 3: Submitter Record

3.2 Submission

The Submission Record contains the information for a single password change transaction.

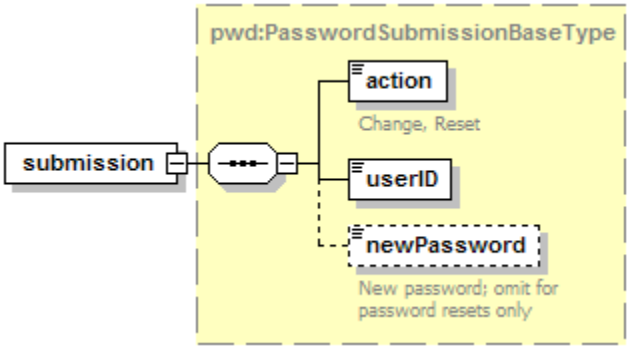


Figure 4: Submission Record

3.3 Response

The Response Record contains the information for the submitter of the password change transaction.

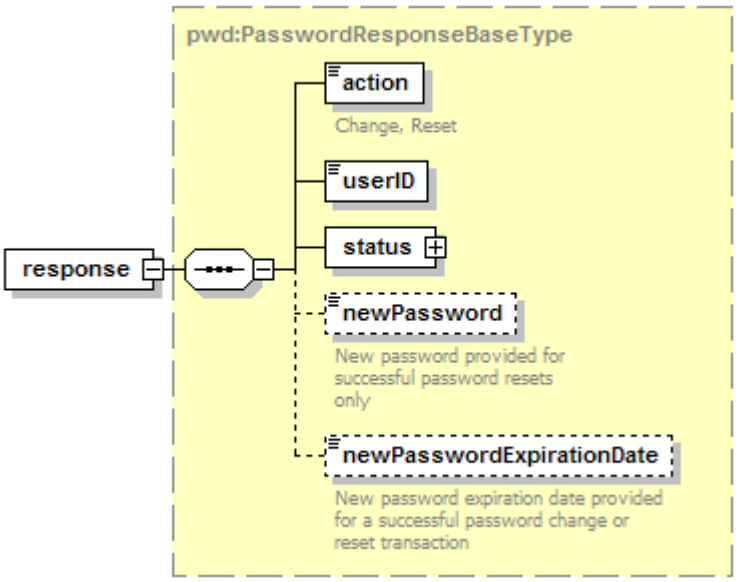


Figure 5: Response Record

3.4 Status

The Status Record contains the information associated with the processing of the password change transaction. The error element is only present when the transaction is rejected.

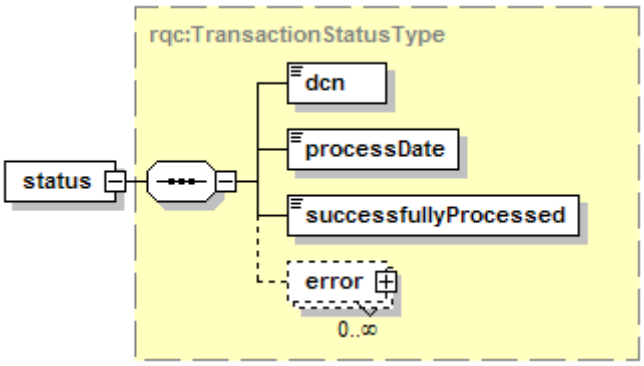


Figure 6: Status Record

3.5 Error

The Error Record contains the information for any errors that occurred during the processing of the password change transaction.

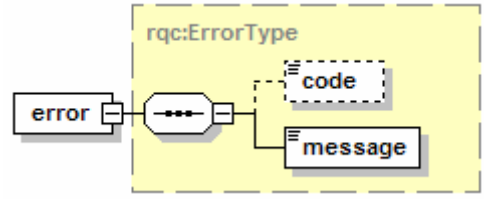


Figure 7: Error Record

4. Data Definitions

4.1 Data Dictionary – Elements

The data dictionary defines each element that appears in the password change transaction schemas (Submission, Response, and Rejection). Data must follow the specified type according to the following codes:

A = Alphanumeric.
C = Code (refer to the appropriate code list in Section 4.3 or the data descriptions).
D = Date (YYYY-MM-DD). Dates are specified using the XML Schema date type unless noted otherwise.
N = Numeric.
B = Boolean (true, false, 1, 0). Boolean values are specified using the XML Schema Boolean type unless noted otherwise.

Unless otherwise noted, the specified field width represents the maximum number of characters allowed for the field. **All fields larger than the specified field width will be truncated.** Data values that are shorter than the specified field width should **not** be padded with additional characters. **Password changes submitted using an incorrect format or code(s) will be rejected.**

Table 4-1: Data Dictionary Elements

Data Element	Description	Field Type	Field Width
entityDBID	Entity Data Bank Identification Number (DBID) assigned by the Data Banks.	N	15
vendorID	Self-defined value identifying the vendor of the software that was used to generate the submission file.	A	40
action	Indicates whether the transaction is a password change or reset. Only an entity administrator may reset another user account password.	C	1
userID	Change the password for this user account.	A	14
submission/newPassword	New password. Omit if administrator is resetting the password. The NPDB-HIPDB system will generate the new password.	A	14
response/newPassword	New password. The new password is only provided for successful password resets.	A	14
response/ newPasswordExpirationDate	Expiration date of the new password. The password expiration date is only provided for successful password change and reset transactions.	D	10
dcn	Data Bank Control Number. Unique number assigned to this transaction.	N	16
processDate	Date the transaction was processed.	D	10
successfullyProcessed	Indicates if the transaction was successfully processed. “true’ or “false”.	B	N/A
error/code	Indicates why the transaction was rejected and could not be processed. Refer to Section 4.3, List A for error codes.	C	2
error/message	Error message description corresponding to the error code. Refer to Section 4.3, List A for error messages.	A	4000

4.2 Data Dictionary – Password Data

Table 4-2: Password Elements

Password Element	Required	Valid Values / Limitations
action	Yes	"C" = Change Password, "R" = Reset Password; see Note (1).
userID	Yes	
newPassword	No	Required if action is to change a user account password. Do not provide the newPassword if administrator is resetting a password; the NPDB-HIPDB system will generate the new password.
Note(s): **(1)** Only an entity administrator may reset another user account password.		

4.3 Data Dictionary – Common List of Values

List A. Error Codes

Error Code	Description
03	File is not compliant with the current format version.
06	Invalid transaction code entered.
07	Invalid Data Bank ID.
09	This entity does not have the privilege to perform this transaction.
13	This agent does not have the authority to act for entity.
AF	This agent user ID does not have authority to perform this action for this entity.
RE	The DBID for your organization must be renewed before you can access the Data Banks' services. The NPDB-HIPDB requires all registered entities to periodically renew their registration information. Re-registration enables the NPDB-HIPDB to maintain accurate entity contact information and provides the entity with the opportunity to review the legal requirements and verify their compliance for participation with NPDB-HIPDB. The certifying official for your organization must review the NPDB-HIPDB regulations, available at http://www.npdb-hipdb.hrsa.gov/legislation.html, as part of the renewal process. Once the regulations have been reviewed, complete the on-line registration renewal form by logging in to the IQRS and selecting Renew Registration on the registration confirmation screen. The completed form must be signed and mailed to the NPDB-HIPDB for processing. If your organization has already mailed the registration renewal to the Data Banks, it will be processed within one business day of its receipt by the NPDB-HIPDB. Data Bank Correspondence will be sent once the Data Banks have successfully processed your registration renewal form. If necessary, you may complete a new form by selecting Renew Registration below. If you need further assistance, please contact the NPDB-HIPDB Customer Service Center at 1-800-767-6732.
RF	The DBID for your organization must be renewed before you can access the Data Banks' services. The NPDB-HIPDB requires all registered entities to periodically renew their registration information. Re-registration enables the NPDB-HIPDB to maintain accurate entity contact information and provides the entity with the opportunity to review the legal requirements and verify their compliance for participation with NPDB-HIPDB. The certifying official for your organization must review the NPDB-HIPDB regulations, available at http://www.npdb-hipdb.hrsa.gov/legislation.html, as part of the renewal process. Contact the administrator of your organization so they can renew the registration. If you need further assistance, please contact the NPDB-HIPDB Customer Service Center at 1-800-767-6732.
RG	The DBID for the entity on whose behalf you are submitting the file must be renewed before the submission file can be processed by the Data Banks. The NPDB-HIPDB requires all registered entities to periodically renew their registration information. Re-registration enables the NPDB-HIPDB to maintain accurate entity contact information and provides the entity with the opportunity to review the legal requirements and verify their compliance for participation with NPDB-HIPDB. As part of the renewal process, the certifying official of the entity on whose behalf you are submitting the file must review the NPDB-HIPDB regulations, available at http://www.npdb-hipdb.hrsa.gov/legislation.html. Once the certifying official has reviewed these regulations, the entity administrator can complete the on-line registration renewal form by logging in to the IQRS and selecting Renew Registration on the registration confirmation screen. If you need further assistance, please contact the NPDB-HIPDB Customer Service Center at 1-800-767-6732.
89	Unable to read password data record.
93	Invalid user account.
S1	The new password must be different from the old password.
S2	The new password must be between 8 and 14 characters long.
S3	The new password contains only alphabetic characters.
S4	The new password contains only numeric characters.
S5	The new password contains an illegal character.
S6	The new password was similar to your account user ID.
S7	The new password was similar to your account user ID with the characters reversed.

Error Code	Description
S8	The new password was the same as one you used previously. Passwords may not be the same as any of the last four passwords.
S9	The new password did not contain enough different characters.
S0	The new password was based on a commonly used keyboard sequence. Passwords may not be a simplistic or systematic sequence (e.g., abcd1234).
SA	The new password was similar to a word in the dictionary.
SB	The new password was similar to a word in the dictionary with the characters reversed.
SC	Missing or invalid user ID in the password change request.
SD	Only the administrator may reset a user's account password.
SE	You may not change another user's account password.
SF	The administrator password cannot be reset. A password change request may be submitted instead.
SG	The new password must be provided in the password change request.
SH	The password must be omitted in the password reset request. The Data Banks will generate a new password.
SJ	Reserved for future use.

Appendix A: Disclaimer

Terms and Conditions: The National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB) make this ICD available as a courtesy to assist authorized clients who have unique operating requirements.

No warranty or guarantee of any type is implied or intended for the use of ICDs by the QRXS user or its customers. Should there remain any latent faults in the ICD, or for any other reason, the QRXS user will not hold or attempt to hold the Data Bank(s) or individuals associated with them responsible for damages of any type resulting from its use.

The Data Bank(s) make no commitment, and none shall be inferred by the QRXS user or its customers, for providing any technical support or other assistance or consultation whatsoever regarding the modification, installation, use, maintenance, or operation of software produced by the QRXS user to produce transaction files as described in the ICD.

Any QRXS user is prohibited from identifying its product as sanctioned or authorized by the Data Bank(s). The QRXS user is required to inform its customers that the Data Bank(s) do not sanction or authorize any software, other than software produced by the NPDB or the HIPDB, that produces transaction files as described in the ICD.

The QRXS user agrees to indemnify and hold harmless the Data Bank(s) in the event that one of its customers obtains a judgment as a result of any use of the QRXS user's software.

Definitions:

Customer – Any NPDB or HIPDB entity to whom the QRXS user provides application software and support for electronic querying and/or reporting to the NPDB-HIPDB.

HIPDB entity – Any entity that is authorized to query or report to the HIPDB, pursuant to 42 U.S.C. §1301, et seq., as amended by Sections 201 and 205, the *Health Insurance Portability and Accountability Act of 1996*.

ICD – The Interface Control Document that provides information about the format, structure, and content of electronic transaction files for processing by the National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank (NPDB-HIPDB).

NPDB entity – Any entity that is authorized to query or report to the NPDB, pursuant to 42 U.S.C. §11101, et seq., the *Health Care Quality Improvement Act of 1986.*

QRXS user – Any individual who or organization that implements software to produce transaction files as described in the ICD, either for his, her, or its own use or to provide to NPDB or HIPDB entities.

Appendix B: Rules of Behavior

All individuals that have access to obtain information from and report information to the NPDB-HIPDB system must comply with the following conditions:

B.1 Ownership

This system is the property of the U.S. Department of Health and Human Services, Health Resources and Services Administration and is for authorized users only. The system is for official NPDB-HIPDB business only. Unauthorized access or use of this system may subject violators to criminal, civil and/or administrative penalties.

B.2 Responsibilities

Individual users are provided with a unique user ID and initial password to access this system. You are responsible for maintaining the integrity of and are held accountable for everything done using your user ID and password. No other person, including those at the NPDB-HIPDB Customer Service Center has access to your password. Passwords shall not be shared with others. If password security is suspected to be compromised you agree to change the password immediately, and notify the NPDB-HIPDB Customer Service Center.

Information and activities associated with the NPDB-HIPDB system shall not be false, inaccurate or misleading; violate any law, statute, ordinance or regulation; and contain any viruses or any malicious code that may damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information. "Information" is defined as any information you provide to the NPDB-HIPDB System in the course of using this system. "Activities" is defined as any process of interacting with the NPDB-HIPDB system.

B.3 Confidentiality

The system contains personal information protected under the provisions of the Privacy Act of 1974, 5 USC Section 552a. Violations of the provisions of the Privacy Act may subject the offender to criminal penalties.

Information reported to the NPDB and the HIPDB is confidential and shall not be disclosed except as specified in the NPDB and HIPDB regulations. The HHS OIG has the authority to impose civil money penalties on those who violate the confidentiality provisions of NPDB and/or HIPDB information. Persons or entities that receive information either directly or indirectly are subject to the confidentiality provisions specified in the NPDB regulations at 45 CFR Part 60 and the imposition of a civil money penalty of up to $11,000 for each offense if they violate those provisions. When an authorized agent is designated to handle NPDB-HIPDB queries, both the entity and the agent are required to maintain confidentiality in accordance with the federal statutory requirements.

B.4 Intrusion Detection

The system is maintained for the U.S. Government. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court.

Individuals using this system are subject to monitoring of those activities. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence obtained by such monitoring to law enforcement officials. Moreover, for system security purposes and to ensure that the system is used for legitimate purposes by authorized, registered users, we collect information concerning the use of this system e.g. data you view and alter. We employ software programs to monitor traffic, and to identify unauthorized attempts to view and/or change information, or otherwise cause damage to the system.

Information from these sources may be used to help identify an individual(s) in the event of authorized law enforcement investigation, and pursuant to any required legal process.

B.5 Violation of Rules of Behavior

In the event it is suspected that you have not complied with these rules of behavior your account will be frozen, resulting in denial of all access to the system; and criminal, civil and/or administrative action may be taken.

Use of the NPDB-HIPDB system signifies acknowledgement and understanding of the responsibilities and agreement to comply with the Rules of Behavior for the NPDB-HIPDB system.