



National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



FACT SHEET ON REGISTRATION RENEWAL

Reason for Registration Renewal

To maintain the integrity and confidentiality of the information in the National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank (NPDB-HIPDB), the Data Banks will ask all registered entities to review the statutory authorities for NPDB and the HIPDB, certify their authority to participate, and complete the registration information every two years.

Registration Renewal Process

The mandatory registration renewal process will be implemented electronically via the Integrated Querying and Reporting Service (IQRS) located at www.npdb-hipdb.hrsa.gov. Each entity will be notified to renew 30 days prior to their renewal date via the IQRS. The *Registration Confirmation* screen will display your entity's next renewal date. At this time, you will be allowed to renew your registration. You should renew before your renewal end date to avoid interruption in service, as you will be denied access to the Data Banks after your renewal date.

Important Things to Remember

When renewing your registration, please be sure to review and verify all the information about your entity, including points of contact and your entity's name and current mailing address. You may wish to review the statutory authorities with your legal counsel prior to completing the *Registration Renewal* form. The NPDB-HIPDB stresses the importance of reviewing the legal definitions of an eligible entity and your entity's eligibility to participate based on these legal requirements. Please note that any existing information regarding entity-agent relationships, user accounts, credit cards, and Electronic Funds Transfer (EFT) accounts will not be affected by your registration renewal provided that you renew your registration on time.

Steps to Renew Your Registration

To renew your registration, your entity's administrator must do the following:

1. Log in to the IQRS, located at www.npdb-hipdb.hrsa.gov.
2. On the *Registration Confirmation* screen, review the Renewal Notice and click **Renew Registration** to proceed.
3. Complete the on-line *Renew Entity Registration* form, including the Certification information, and click **Submit to Data Bank(s)**.
4. Review the instructions on the *Renew Registration Status* screen and click **Continue**.
5. Print, sign, and mail the *Registration Renewal* form to the Data Banks for processing. Send the signed *Registration Renewal* form as soon as possible to ensure uninterrupted use of the Data Banks' services.

You will receive Data Bank Correspondence once the Data Banks have successfully processed your *Registration Renewal* form. Your entity's administrator may access Data Bank Correspondence from the *Options* screen in the IQRS.

Note: After your organization submits the renewal information to the Data Banks, you may resume use of the IQRS, the Querying and Reporting XML Service (QRXS), and the Interface Control Document (ICD) Transfer Program (ITP).

If your entity does not renew its registration within the specified time, your Data Bank Identification number (DBID) will be deactivated and you will not be able to conduct Data Bank transactions until you have renewed your registration.

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.