



# National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



## FACT SHEET ON RENEWING A SUBJECT ENROLLMENT IN THE PROACTIVE DISCLOSURE SERVICE PROTOTYPE (PDS)

### 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 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, will remain the same.

### Important Information About Enrollment Renewal

Before renewing subject enrollments, your Entity Data Bank Administrator must certify that the subjects to be renewed are currently part of your organization, that you are authorized to submit this renewal, and that all information is true and correct to the best of your knowledge.

You must cancel any PDS enrollment immediately upon receiving notice that the subject has left your organization. Failure to cancel enrollment of a subject that is no longer part of your organization could result in a violation of the confidentiality provisions of the *Health Care Quality Improvement Act of 1986*, as amended, and may result in a civil money penalty.

### Notification of a Subject Enrollment Renewal

Notification alerting you to renew an enrolled subject will be received two months before the renewal is due (e.g., an entity will be notified on September 1 about renewals due on October 31). If the subject enrollment is not renewed,

additional notifications will be sent. Notice will be provided via e-mail and PDS notification via the *Options* screen in the IQRS.

You must log in to the Integrated Querying and Reporting Service (IQRS) or use the Interface Control Document (ICD) Transfer Program (ITP) to renew subject enrollments. To access the ICD that specifies the PDS file format for use with ITP, go to [www.npdb-hipdb.hrsa.gov/itp.html](http://www.npdb-hipdb.hrsa.gov/itp.html). All subjects initially enrolled in the PDS through the IQRS must be renewed via the IQRS. All subjects initially enrolled in the PDS via the ITP must be renewed through the ITP.

### Renewing a Subject Enrollment

To renew a subject enrollment in the PDS:

1. Log in to the IQRS, located at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov).
2. The *Registration Confirmation* screen displays correspondence if your entity has upcoming subject renewals. Click the Proactive Disclosure Service link.

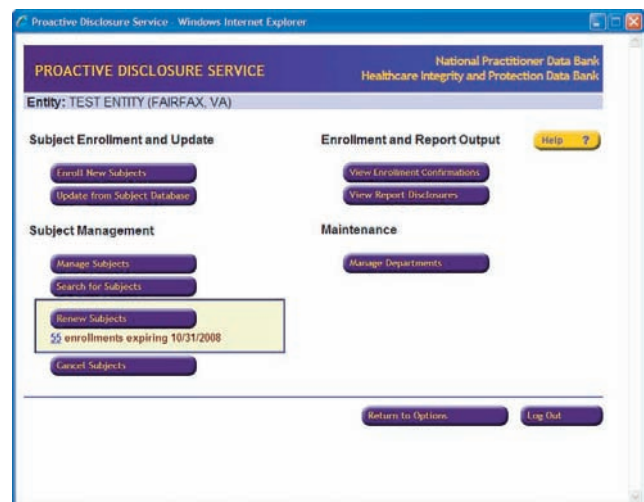


Figure 1. Proactive Disclosure Service Screen

3. On the *Proactive Disclosure Service* screen (Figure 1), click **Renew Subjects**.
4. On the *PDS Subject Renewal Schedule* screen, click the number of subjects expiring in the current month or click **Renew** to renew enrollments. Click **Return to PDS Options** if you wish to renew the enrollment later. **Note:** Enrollments may be renewed up to two months prior to the expiration date.
5. Clicking **Renew** on the *PDS Subject Renewal Schedule* screen displays the *Renew Enrolled PDS Subjects* screen, where you may select subjects to renew. You may sort the on-screen results by clicking on the column heading links. To view specific groups of subjects, select filter criteria and click **Filter Subjects**. After selecting subjects for renewal, click **Select Subjects**, and then click **Renew**.
6. On the *Select A Payment Method* screen, specify how you wish to pay for subject enrollment renewals (**Electronic Funds Transfer, New Credit Card, or Credit Card on File**) and click **Continue**. **Note:** Subject renewals that are later canceled will not be refunded. Complete the *Submitter Certification* screen and click **Submit to Data Bank(s)**.
7. The *Renewal Confirmation* screen displays a summary of the subject renewal enrollment information. Take note of the renewal DCN. **Note:** Enrollment renewals will be processed within 2 to 4 hours. Under certain circumstances, additional processing time may be required.

### Expired Subject Enrollment

All entities will be notified when a subject enrollment period expires. At this point, the entity has the notification month to renew expired subject enrollment without cancellation. During this time, the enrollment will be suspended and no report disclosures will be received by the entity. However, when the subject enrollment is renewed, the entity will receive all reports on the subject, including any disclosures that were generated during the suspension period.

### 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](http://www.npdb-hipdb.hrsa.gov/pds.html). Also see the PDS Frequently Asked Questions, located at [www.npdb-hipdb.hrsa.gov/faq-PDS.html](http://www.npdb-hipdb.hrsa.gov/faq-PDS.html).

### NPDB-HIPDB Assistance

For additional Data Bank 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.