

FACT SHEET ON ENROLLING A SUBJECT 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 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.

Enrollment for each Data Bank is determined by the entity's registration, which is based on its statutory authority to query.

Enrollment is \$3.25 per practitioner per Data Bank per year as published in the *Federal Register*. Each practitioner enrollment may be renewed on a yearly basis. Enrollment confirmations are provided upon initial enrollment and contain all reports on the practitioner as of the date of enrollment. Confirmations of enrollment are available on demand, up to four years after the end of the enrollment. An enrollment must be canceled by the entity immediately if the practitioner no longer has an on-going relationship with the entity.

How to Enroll in the PDS

Practitioners may be enrolled in the PDS through either the IQRS or the Interface Control Document (ICD) Transfer Program (ITP). To access the ICD that specifies the PDS file format for use with ITP, go to www.npdb-hipdb.hrsa.gov/itp.html. Enrolling practitioners through the IQRS enables users to enroll a single subject, a stored subject, or subjects from the subject database.

Enrollment Confirmations

Enrollment confirmations are available electronically within an average of 2 to 4 hours of receipt by the Data Bank(s).

Enrollment confirmation may be used to demonstrate compliance with accreditation standards including on-going monitoring. Under certain circumstances, additional processing time may be required. Do not resubmit an enrollment on the subject in question because it will result in duplicate transactions. If you cannot view your enrollment confirmation within 2 business days, e-mail the Data Banks at help@npdb-hipdb.hrsa.gov.

Enroll a Single Subject:

To enroll a subject in the PDS:

1. 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 *Options* screen, click **Proactive Disclosure Service**. **Note:** If you do not see the **Proactive Disclosure Service** button, your Entity Data Bank Administrator may not have activated the PDS. For information on activating the PDS, see the *Fact Sheet on Activating the PDS and Establishing User Preferences*, available at www.npdb-hipdb.hrsa.gov/pds.html.
4. On the *Proactive Disclosure Service* screen, click **Enroll New Subjects**.
5. On the *Enroll New PDS Subjects* screen (Figure 1), click **Enroll Single Subject**.

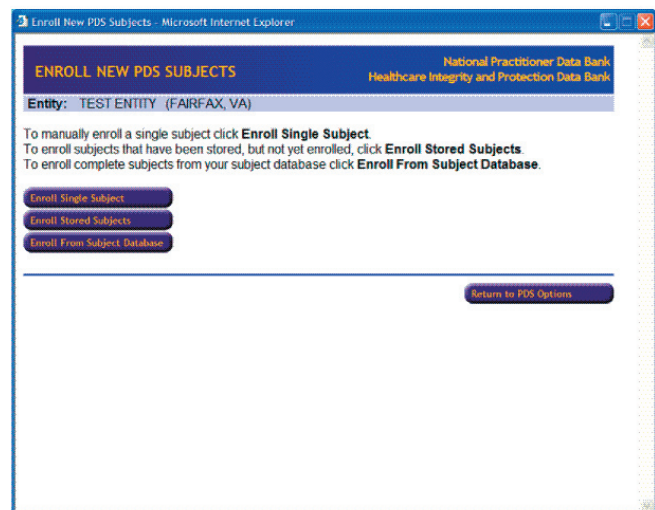


Figure 1. Enroll New PDS Subjects Screen

- Complete the on-screen *Enroll PDS Subject* form and specify whether you wish to validate that all subject information is complete (**Validate**); store the subject without enrollment, opting to complete the enrollment at a later date (**Store - Do Not Enroll**); or enroll the subject in PDS (**Enroll**). **Note:** If you choose to store the subject, the information will be available for enrollment later. You can enroll stored subjects as outlined in the Enroll a Stored Subject in the PDS section of this Fact Sheet.
- Click **Enroll** on the *Enroll PDS Subject* form, and complete the on-screen *Select A Payment Method* form. Indicate how you wish to pay for subject enrollment (**Electronic Funds Transfer, New Credit Card, or Credit Card on File**) and click **Continue**.
- Complete the *Submitter Certification* screen and click **Submit to Data Bank(s)**.
- The *Temporary Enrollment Confirmation* screen (Figure 2) displays the PDS enrollments that were submitted to the Data Banks.

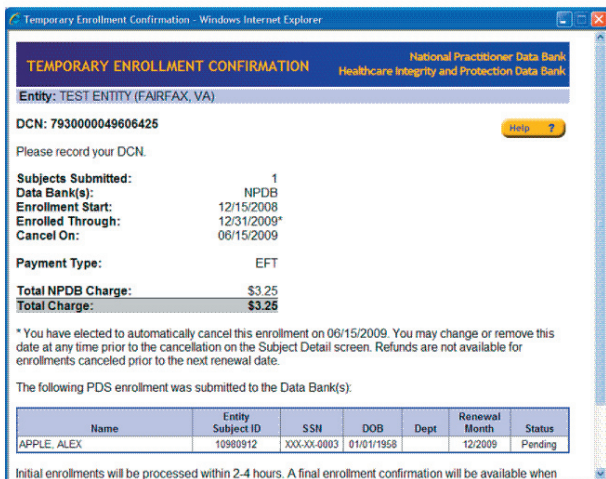


Figure 2. Temporary Enrollment Confirmation Screen

Note: Enrollment confirmations are available electronically within an average of two to four hours of receipt by the Data Bank(s). Under certain circumstances, additional processing time may be required. Do not resubmit an enrollment on the subject in question because it will result in duplicate transactions. If you cannot view your enrollment confirmation within 2 business days, e-mail the Data Banks at help@npdb-hipdb.hrsa.gov.

Enroll a Subject from Your Subject Database

To enroll a subject from your subject database:

- Log in to the IQRS, located at www.npdb-hipdb.hrsa.gov.
- On the *Registration Confirmation* screen, click **Continue**.

- On the *Options* screen, click **Proactive Disclosure Service**. **Note:** If you do not see the **Proactive Disclosure Service** button, your Entity Data Bank Administrator may not have activated the PDS. For information on activating the PDS, see the *Fact Sheet on Activating the PDS and Establishing User Preferences*, available at www.npdb-hipdb.hrsa.gov/pds.html.
- On the *Proactive Disclosure Service* screen, click **Enroll New Subjects**.
- On the *Enroll New PDS Subjects* screen, click **Enroll from Subject Database**.
- On the *Enroll From Subject Database* screen (Figure 3), select the subject names that you wish to enroll in the PDS. **Note:** For ease in viewing, you may sort on-screen subjects by Name, Entity Subject ID, Social Security Number (SSN), Department, and Last Query. When all subjects are highlighted, click **Select Subjects**.

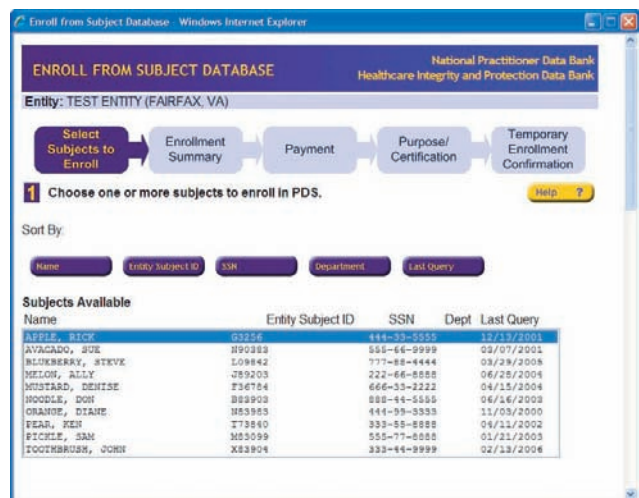


Figure 3. Enroll From Subject Database Screen

- The subjects that you wish to enroll appear in the Subjects Selected for Enrollment box. Verify that the information is correct and click **Enroll** database.
- On the *Enrollment Summary* screen, verify the information and click **Continue**. **Note:** If there are any conflicts between the selected subjects and subjects already stored or enrolled in the PDS, the conflicting subjects will not be included in the enrollment. This feature helps prevent duplicate enrollments.
- Complete the on-screen *Select A Payment Method* form. Indicate how you wish to pay for subject enrollment (**Electronic Funds Transfer, New Credit Card, or Credit Card on File**) and click **Continue**.
- Complete the *Submitter Certification* screen and click **Submit to Data Bank(s)**.

11. The *Temporary Enrollment Confirmation* screen displays the PDS enrollments that were submitted to the Data Banks.

Note: Enrollment confirmations are available electronically within an average of two to four hours of receipt by the Data Bank(s). Under certain circumstances, additional processing time may be required. Do not resubmit an enrollment on the subject in question because it will result in duplicate transactions. If you cannot view your enrollment confirmation within 2 business days, e-mail the Data Banks at help@npdb-hipdb.hrsa.gov.

Enroll a Stored Subject in the PDS

To enroll a stored subject from your subject database:

1. Log in to the IQRS, located at www.npdb-hipdb.hrsa.gov.
2. On the *Registration Confirmation* screen, click **Continue**.
3. On the *Options* screen, click **Proactive Disclosure Service**. **Note:** If you do not see the **Proactive Disclosure Service** button, your Entity Data Bank Administrator may not have activated the PDS. For information on activating the PDS, see the *Fact Sheet on Activating the PDS and Establishing User Preferences*, available at www.npdb-hipdb.hrsa.gov/pds.html.
4. On the *Proactive Disclosure Service* screen, click **Enroll New Subjects**.
5. On the *Enroll New PDS Subjects* screen, click **Enroll Stored Subjects**.
6. On the *Enroll Stored Subjects* screen, select the subject names that you wish to enroll in the PDS. **Note:** For ease in viewing, you may sort on-screen subjects by Name, Entity Subject ID, SSN, Date of Birth (DOB), and Department (Dept). When all subjects are highlighted, click **Select Subjects**.
7. The subjects that you wish to enroll appear in the Subjects Selected box. Verify that the information is correct and valid and click **Enroll**.
8. Complete the on-screen *Select A Payment Method* form. Indicate how you wish to pay for subject enrollment (**Electronic Funds Transfer**, **New Credit Card**, or **Credit Card on File**) and click **Continue**.
9. Complete the *Submitter Certification* screen and click **Submit to Data Bank(s)**.
10. The *Temporary Enrollment Confirmation* screen displays the PDS enrollments that were submitted to the Data Banks. **Note:** Enrollment confirmations are available electronically within an average of two to four hours of receipt by the Data Bank(s). Under certain circumstances, additional processing time may be required. Do not resubmit

an enrollment on the subject in question because it will result in duplicate transactions. If you cannot view your enrollment confirmation within 2 business days, e-mail the Data Banks at help@npdb-hipdb.hrsa.gov.

View Enrollment Confirmations

To view a subject's final enrollment confirmation:

1. Log in to the IQRS, located at www.npdb-hipdb.hrsa.gov.
2. On the *Registration Confirmation* screen, click **Continue**.
3. The *Options* screen displays unviewed enrollment confirmation(s). Click **Proactive Disclosure Service**.
4. On the *Proactive Disclosure Service* screen, click **View Enrollment Confirmations**.
5. On the *PDS Enrollment Confirmations* screen, click a Data Bank Control Number (DCN) link to view the enrollment confirmation. To view the subject(s) associated with the enrollment confirmation, click the Subjects link. This screen provides the PDS enrollment status (Pending, Completed, or Rejected). Click the NPDB or Healthcare Integrity and Protection Data Bank (HIPDB) link to view the corresponding billing receipt. You may sort the on-screen results by clicking on the column heading links. To view specific groups of confirmations, click Filter Results.

Note: Enrollment confirmations are provided upon initial PDS enrollment and contain any prior reports on the practitioner. Confirmations of enrollment are available on demand, up to four years after the end of the enrollment. An enrollment must be canceled by the entity immediately if the practitioner no longer has an on-going relationship with the entity.

Additional Information on the PDS

For more Data Bank 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.

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.