National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

FACT SHEET ON IMPORTING XML-FORMAT SUBJECT DATA INTO THE IQRS

If you are a registered entity or an authorized agent, you might maintain electronic practitioner records in an in-house database, such as Microsoft Access. Transferring these records into your Integrated Querying and Reporting Service (IQRS) subject database is easy, provided that your records are maintained in a file format that can be converted to American Standard Code for Information Interchange (ASCII) fixed-width text or the industry standard Extensible Markup Language (XML) file format. For more information on how to import ASCII fixed-width files, see the *Fact Sheet on Importing Fixed-Width Format Subject Data Into the IQRS*, located at *www.npdb-hipdb.hrsa.gov/ iqrsSubjectDatabase.html*.

This fact sheet addresses how to import XML-format subject data into the IQRS.

XML FILE FORMAT

Prior to importing your practitioner records, the files must be converted to XML file format. The XML format offers advantages over the fixed-width file format. The XML format allows users to import individual <u>and</u> organization subject information. XML format also allows users to add, update, and delete subject information in the subject database.

An example of the required format, sample files, and information on how to format and use the XML files can be found on-line at *www.npdb-hipdb.hrsa.gov/iqrsSubjectDatabase .html*.

Import Subject Information

Once practitioner files have been formatted properly, you may import them successfully into the IQRS subject database by following steps 1 through 5.

Step 1

After logging in to the IQRS, select **Maintain Subject Database** on the *Options* screen. The *Maintain Subject Database* screen is displayed.

Step 2

Select **Import File**. The *Import Subject Information* screen is displayed.

Step 3

On the *Import Subject Information* screen, select the XML radio button for your import file format. Enter the full name and path of your import file under Import File Name: (or you may click **Browse...** to locate your import file). **Note**: On this screen, specify what you want to do with the existing subject(s), if any, stored in your subject database. You may choose either to <u>keep</u> or <u>remove</u> the existing subjects in your subject database during this import.

Select **Import File**.

Step 4

The *Interim Import Status* screen displays a summary of how your import data will be processed, highlighting subjects that are flagged as conflicts. Conflicts are subjects that the Data Banks cannot process because of potential problems with subjects in your existing IQRS subject database. You may resolve the conflicts immediately after the subjects are imported or within 30 days of the import.

The *Interim Import Status* screen contains the following fields:

*   Total subjects in import file indicates the number of subjects in your file.

*   Individual Subject Additions indicates the number of subjects to add, noting whether they will be successfully processed. You must resolve the subjects that are flagged as conflicts before these subjects can be successfully processed. When adding a subject to your subject database, a conflict occurs when one or more subjects in your subject database match the subject that you wish to add.

*   Individual Subject Updates lists all subjects that you are updating in your import file, noting whether they will be successfully processed. When updating a subject in your subject database, a conflict occurs when more than one subject in your IQRS subject database matches the subject that you wish to update or when the subject you wish to update does not exist in your subject database.

*   Individual Subject Deletions lists all subjects in your import file, noting whether they will be successfully processed. When deleting a subject from your subject database, a conflict occurs when more than one subject

in your subject database matches the subject that you wish to delete.

- Validation Issues: subjects with validation warnings will be successfully imported into your subject database, but may be stored as incomplete. The Validation Warnings link indicates why a subject is incomplete and/or notes that a subject data element exceeds the acceptable length and was truncated. Validation warnings may be printed so that you can evaluate the data before resolving the conflict.

- Technical Validation Warnings are displayed if the XML import file does not satisfy the specified XML schema specifications. To view the XML schema, see www.npdb-hipdb.hrsa.gov/iqrsSubjectDatabase.html. Technical Validation Warnings indicate that there is a problem with the structure or data in the XML import file. This message is intended for the technical creator of the XML file.

- Links to Show (All) Details/Hide (All) Details enable the user to view all information pertaining to each section (showing details) or just a summary of the information for each section (hiding details).

After reviewing the interim import status data, click **Submit to Data Bank(s)** to import the subjects. If you do not wish to process the import click **Cancel Import**.

Step 5

After proceeding with the import, the *Import Summary* screen displays the completed import, noting whether the file contains unresolved conflicts. To resolve conflicts, click **Resolve Subject Conflicts**. If you wish to resolve conflicts at a later time (up to 30 days after the import), click **Return to Options**. If conflicts are not resolved within 30 days, the unresolved subject conflicts will be removed from the system. **Note**: You must resolve all unresolved conflicts in order for these subjects to be successfully processed by the Data Banks. For more information on the subject database import functionality, see *www.npdb-hipdb.hrsa.gov/iqrsSubjectDatabase.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.