National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank

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

FACT SHEET ON IMPORTING FIXED-WIDTH 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 XML (Extensible Markup Language) file format. For more information on how to import XML files, see the *Fact Sheet on Importing XML-Format Subject Data Into the IQRS*, located at *www.npdb-hipdb.hrsa.gov/iqrsSubjectDatabase.html*.

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

Format the Import File

Prior to importing your practitioner records, the files must be converted to ASCII fixed-width format. ASCII is the most common format for text files. In an ASCII file, each alphabetic, numeric, or special character is represented with a 7-bit binary number (a string of seven zeroes or ones). A total of 128 possible characters are defined. For more information on this format, see the Record Layout on pages 3 through 6 of this fact sheet.

An example of the required format can be found in the Sample fixed-width Import File 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 Fixed-Width 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 keep or remove the existing subjects in your subject database during this import. You must also choose how to process subjects that are determined to be potential duplicates of subjects already stored in your subject database. Your choices are to store potential duplicate subjects, ignore (do not store) potential duplicate subjects, or review potential duplicate subjects.

Select **Import File**.

This process takes approximately 2 minutes for every 1,000 practitioner records. If errors occur during the import process, you may cancel the import or manually enter those practitioner records directly into the IQRS by selecting **Maintain Subject Database** on the *Options* screen.

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.

- 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. Validation warnings may be printed so that you can evaluate the data before resolving the conflict.

• 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.

Record Layout

Practitioner data files formatted for import into the IQRS subject database must contain the following **header**, which is 22 characters, at the beginning of each file:

~|~NPDB-Q~|~ VER: 3.00

The following table provides a byte-by-byte breakdown of the header:

Position	Character	Position	Character
1	~	12	~
2	|	13	space
3	~	14	V
4	N	15	E
5	P	16	R
6	D	17	:
7	B	18	space
8	-	19	3
9	Q	20	.
10	~	21	0
11	|	22	0

The following table depicts the **required fields** and the **positions** of those fields when importing practitioner data into the IQRS subject database.

Field	Position(s)	Length
Practitioner Last Name	1-25	25
Practitioner First Name	26-40	15
Practitioner Middle Name	41-55	15
Practitioner Suffix	56-59	4
Other Last Name Used	60-84	25
Other First Name Used	85-99	15
Other Middle Name Used	100-114	15
Other Suffix	115-118	4

Field	Position(s)	Length
Gender	119	1
Organization Name	120-159	40
Department Code	160-162	3
Work Address	163-202	40
Work City	203-230	28
Work State	231-232	2*
Work Zip Code	233-237	5
Work Zip+4	238-241	4
Work Country	242-261	20*
Home Address	262-301	40
Home City	302-329	28
Home State	330-331	2*
Home Zip Code	332-336	5
Home Zip+4	337-340	4
Home Country	341-360	20*
Social Security Number	361-369	9
Birth Date	370-377	8
1st Federal DEA Number	378-389	12
2nd Federal DEA Number	390-401	12
3rd Federal DEA Number	402-413	12
4th Federal DEA Number	414-425	12
5th Federal DEA Number	426-437	12
6th Federal DEA Number	438-449	12
7th Federal DEA Number	450-461	12
8th Federal DEA Number	462-473	12
1st State of Licensure	474-475	2
1st Field of Licensure	476-478	3
1st License Number	479-494	16
2nd State of Licensure	495-496	2
2nd Field of Licensure	497-499	3

Field	Position(s)	Length
2nd License Number	500-515	16
3rd State of Licensure	516-517	2
3rd Field of Licensure	518-520	3
3rd License Number	521-536	16
4th State of Licensure	537-538	2
4th Field of Licensure	539-541	3
4th License Number	542-557	16
5th State of Licensure	558-559	2
5th Field of Licensure	560-562	3
5th License Number	563-578	16
6th State of Licensure	579-580	2
6th Field of Licensure	581-583	3
6th License Number	584-599	16
7th State of Licensure	600-601	2
7th Field of Licensure	602-604	3
7th License Number	605-620	16
8th State of Licensure	621-622	2
8th Field of Licensure	623-625	3
8th License Number	626-641	16
9th State of Licensure	642-643	2
9th Field of Licensure	644-646	3
9th License Number	647-662	16
10th State of Licensure	663-664	2
10th Field of Licensure	665-667	3
10th License Number	668-683	16
1st Professional School Attended	684-723	40
1st Year of Graduation	724-727	4
2nd Professional School Attended	728-767	40
2nd Year of Graduation	768-771	4
3rd Professional School Attended	772-811	40

Field	Position(s)	Length
3rd Year of Graduation	812-815	4
4th Professional School Attended	816-855	40
4th Year of Graduation	856-859	4
5th Professional School Attended	860-899	40
5th Year of Graduation	900-903	4
1st Hospital Affiliation	904-943	40
1st Hospital Affiliation City	944-971	28
1st Hospital Affiliation State	972-973	2
2nd Hospital Affiliation	974-1013	40
2nd Hospital Affiliation City	1014-1041	28
2nd Hospital Affiliation State	1042-1043	2
3rd Hospital Affiliation	1044-1083	40
3rd Hospital Affiliation City	1084-1111	28
3rd Hospital Affiliation State	1112-1113	2
4th Hospital Affiliation	1114-1153	40
4th Hospital Affiliation City	1154-1181	28
4th Hospital Affiliation State	1182-1183	2
5th Hospital Affiliation	1184-1223	40
5th Hospital Affiliation City	1224-1251	28
5th Hospital Affiliation State	1252-1253	2

* The IQRS does not accept both a State and a country in the address block.