

FACT SHEET ON ACCESSING A PROACTIVE DISCLOSURE SERVICE PROTOTYPE (PDS) REPORT DISCLOSURE

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.

Notification of a Report Disclosure

Entities with PDS-enrolled practitioners receive notification of all new or updated Data Bank reports within one business day of Data Bank receipt of the report. Notice is provided via e-mail and PDS notification via the *Options* screen in the IQRS. Entities must log in to the Integrated Querying and Reporting Service (IQRS) or use the Interface Control Document (ICD) Transfer Program (ITP) to retrieve reports.

Accessing a Report Disclosure

To access a report disclosure in the PDS:

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 notification of any unviewed report disclosures. On this screen, click **Proactive Disclosure Service**.

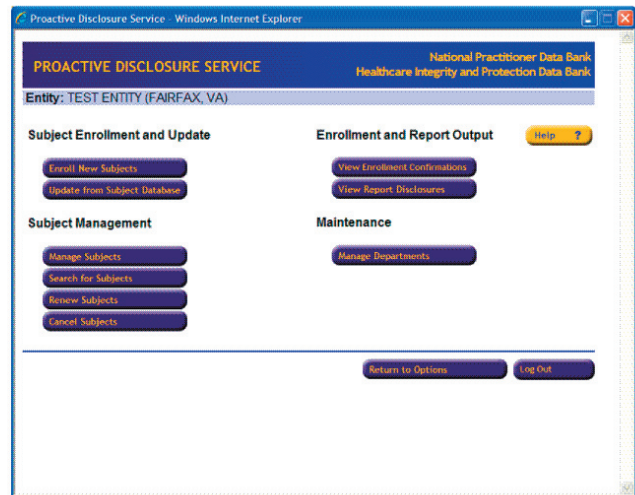


Figure 1. Proactive Disclosure Service Screen

4. On the *Proactive Disclosure Service* screen (Figure 1), click **View Report Disclosures**.
5. On the *PDS Report Disclosures* screen (Figure 2), click a Report DCN link to view detailed information about the disclosure. Click the Subject link to view the *PDS Subject Details* screen, which displays enrollment information and includes all reports on this subject.

Report Disclosure Availability

A report disclosure is viewable as long as the report is

Report DCN	Subject	Dept	Disclosure Reason	Action Type	Disclosure Date	Output Viewed
550000000000000000000032	SANDWICH, DAVID		Initial Report	MMPR	07/14/2008	Yes
550000000000000000000059	GRAVY, JOHN		Subject Statement Added	AAR	06/11/2008	Yes
550000000000000000000097	LUNCHBOX, JAMES		Subject Statement Added	MMPR	04/22/2008	Yes
550000000000000000000055	LUNCHBOX, JAMES		Void Report	MMPR	02/11/2008	Yes
550000000000000000000052	WATERMELON, RACHAEL		Initial Report	AAR	12/19/2007	Yes
550000000000000000000092	BREADBOX, GEORGE		Initial Report	MMPR	12/19/2007	Yes
550000000000000000000044	PUMPKIN, TESS		Initial Report	MMPR	11/12/2007	Yes
550000000000000000000075	BREADBOX, GEORGE		Initial Report	MMPR	10/02/2007	Yes

Figure 2. PDS Report Disclosures Screen

active and the report subject is enrolled in the PDS. Report disclosures are available in Portable Document Format (PDF).

Note: You may sort the disclosures by clicking on the column heading links. To view specific groups of disclosures, select filter criteria and click **Filter Results**.

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. Also see the PDS Frequently Asked Questions, located at

www.npdb-hipdb.hrsa.gov/faq-PDS.html. Subjects may also be enrolled in PDS via the ITP. To access the ICD that specifies the PDS file format for use with ITP, go to www.npdb-hipdb.hrsa.gov/itp.html.

NPDB-HIPDB Assistance

For additional Data Bank 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.