



# National Practitioner Data Bank: Partnering to Protect Patients

NPDB Guidebook and Website  
April 9, 2019

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Bureau of Health Workforce (BHW)  
Health Resources and Services Administration (HRSA)



# Overview

- ▶ Website Features and Resources
- ▶ Get the Best Use of The Guidebook
- ▶ NPDB Guidebook 2018 Key Updates
- ▶ Questions and Answers

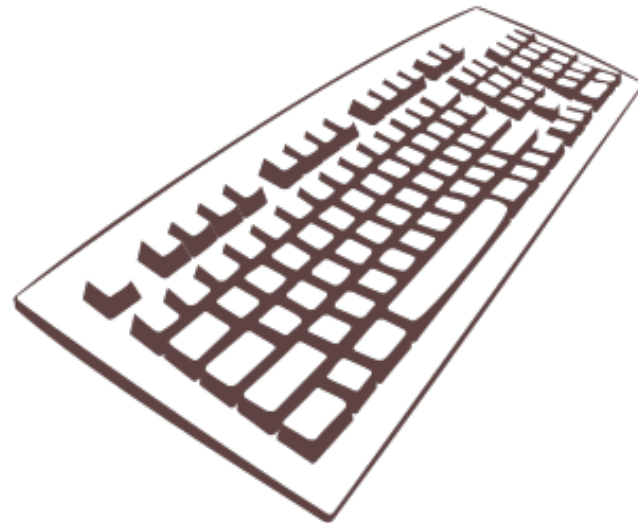


# The Audience

## ▶ **Let's Get to Know the Audience:**

1. Who traveled the farthest?
2. What type of organization do you work in?
3. Do you use the Guidebook regularly?
4. Do you use the NPDB website regularly?

# NPDB Website



# NPDB Website Features

- Web pages tailored to your organization type
- Infographics
- Data Analysis Tool
- Compliance Map
- Help Center



# NPDB Website Demo

 U.S. Department of Health & Human Services

## NPDB NATIONAL PRACTITIONER DATA BANK

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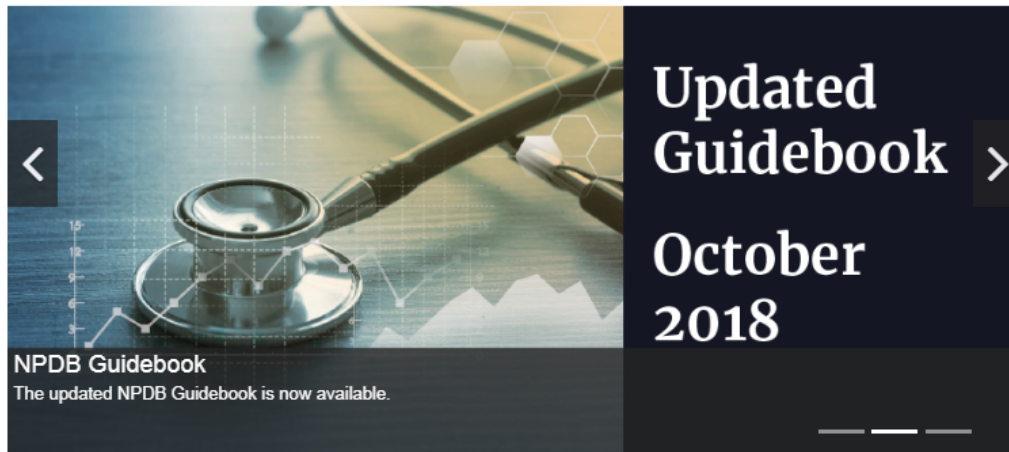
Search keywords or terms...



[For Health Care Professionals](#)

[For Organizations](#)

[NPDB Resources](#)



**Updated Guidebook**  
**October 2018**

**NPDB Guidebook**  
The updated NPDB Guidebook is now available.

  
**Self-Query**

Order a search of your information for \$4 and receive both an online response and a sealed letter.

[Start or Sign Into a Self-Query](#)

  
**Check Your Report**

Received a letter notifying you of a report? View and respond to the report.

[Sign in to View Your Report](#)

### For Organizations

#### Registering with the NPDB

How an organization can apply to access NPDB information.

#### Changing Your Data Bank Administrator

What to do if your Data Bank administrator is leaving your organization.

#### Querying the NPDB

Start using Continuous Query within your organization.

#### Your Organization

Receive organization-specific reporting and querying guidance.

### Popular Resources

#### NPDB Guidebook Updated

The guidebook serves as a policy manual for the NPDB.

#### Glossary

Understand NPDB terminology and definitions.

#### NPDB Infographics

Educational guides that explain NPDB concepts in a visual, easy-to-understand format.

#### Policy Corner

A resource for your questions about the laws and regulations governing NPDB operations.

### News

#### March 6, 2019

The [March Insights](#) illuminates the dispute process, points users to resources that help determine if a situation is reportable, and discusses how patient safety related to querying and reporting.

#### February 4, 2019

The [NPDB Public Use Data File](#) has been updated to include disclosable statistical report information received from September 1, 1990 through December 31, 2018.

[More News](#)



# Organization Specific Webpages

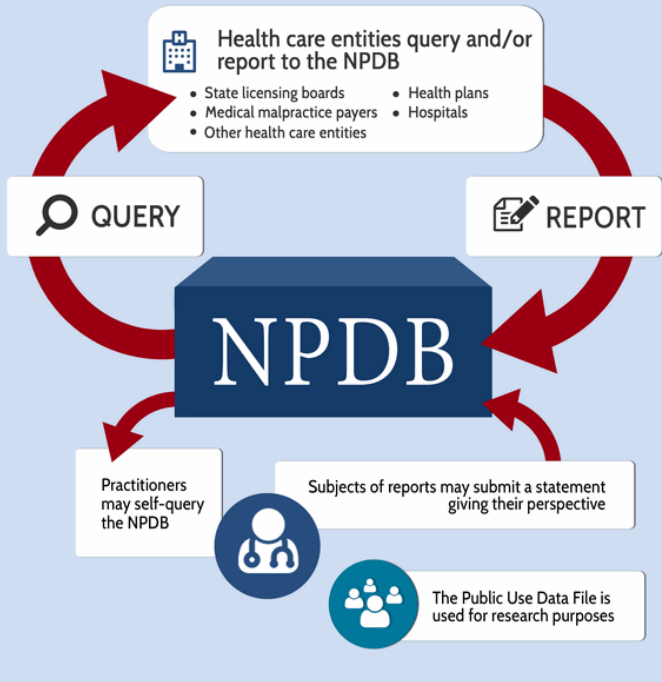
The screenshot shows the NPDB (National Practitioner Data Bank) website interface. At the top, it says "U.S. Department of Health & Human Services". The main header is "NPDB NATIONAL PRACTITIONER DATA BANK". Below this, there are navigation options: "For Health Care Professionals" and "For". A central dropdown menu is open, titled "Select your Organization", with a close button (X) in the top right corner. The menu lists the following options: "State Licensing and Certification Agency", "Medical Malpractice Payer", "Health Center", "Health Plan", "Hospital", "Federal Hospital", "Federal Agency", and "All Other Organizations". In the background, there is a banner for the "NPDB Guidebook" with the text "The updated NPDB Guidebook is now available". On the right side, there are links for "Self-Query", "Check Your", and "Sign in to View Your".



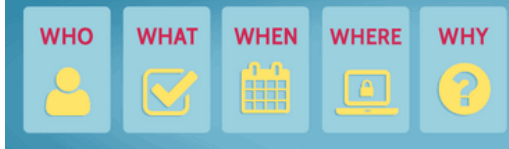
# Infographics

## HOW THE NPDB WORKS

Only registered entities have access to the NPDB reports.



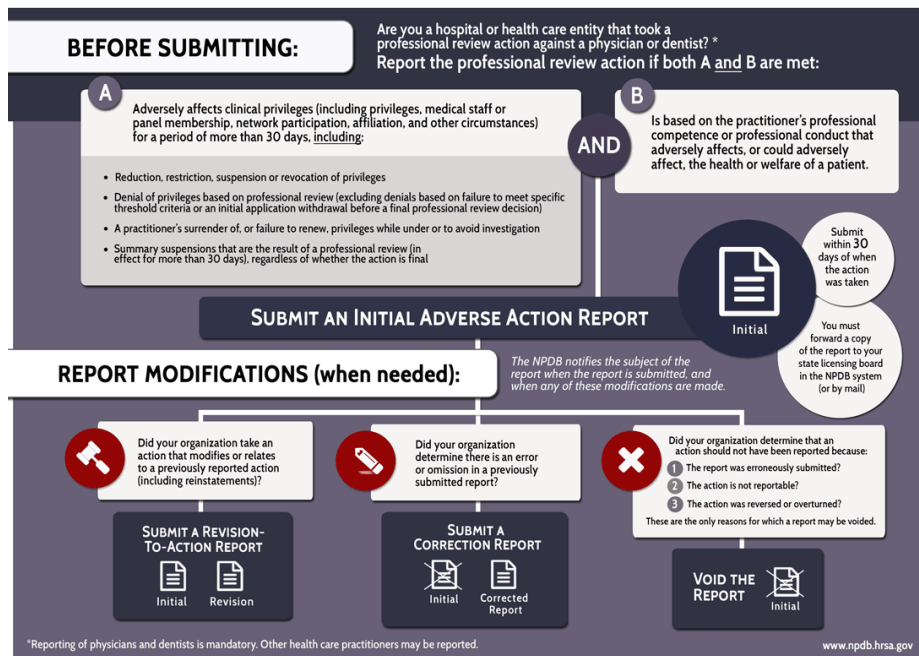
## ATTESTATION 101



## HOW MANY QUERIES DO I NEED TO RUN?



## NPDB GUIDE TO REPORTING CLINICAL PRIVILEGES ACTIONS



\*Reporting of physicians and dentists is mandatory. Other health care practitioners may be reported.

www.npdb.hrsa.gov





# Demo of Data Analysis Tool

NPDB Data Analysis Tool | NPDB Practitioners

This tab allows you to select row data, column data, and filter values to customize your results. Begin by choosing the type of output you prefer, map or graph, and then filter the data by tailoring the following options. A detailed report table will appear below either the map or graph that allows you to adjust for inflation and change the displayed value.

**Display Map or Graph**

Map

Graph

**Rows**

State

Year

Practitioner Type

Report Type

Action Type / Malpractice Payment Range

**Columns (Graph)**

State (Bar)

Year (Line)

Practitioner Type (Bar)

Report Type (Bar)

Action Type / Malpractice Payment Range (Bar)

**Start Year**

1990

**End Year**

2018

**Report Type**

(All)

**Action Type / Malpractice Payment Range**

(All)

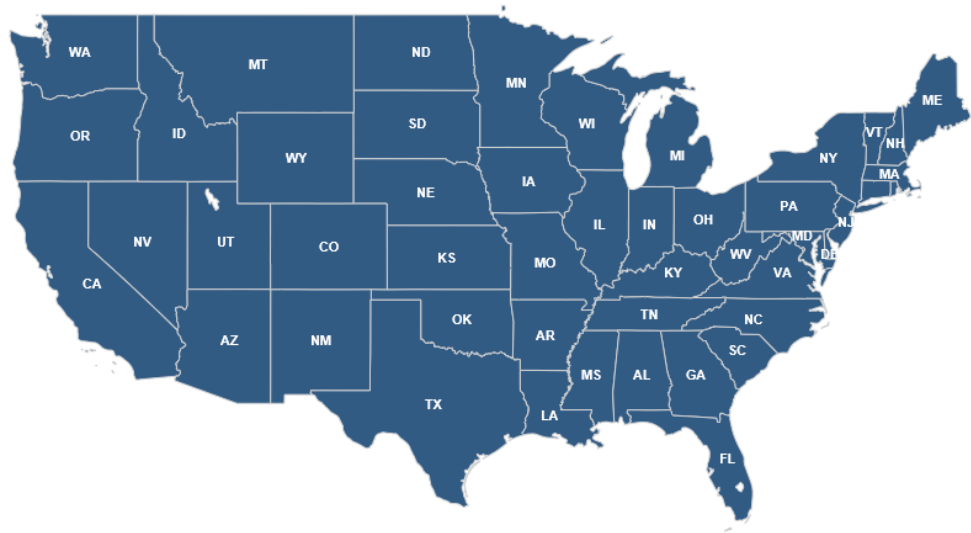
**State**

(All)

**Practitioner**

(All)

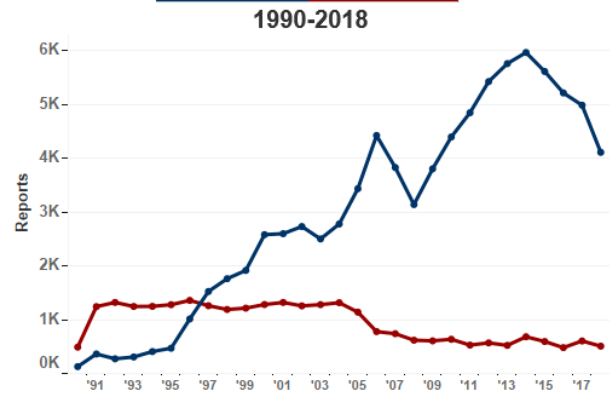
## Map of NPDB Reports



**Texas**  
Total Unique NPDB Practitioners: **702,727**

**Report Type**

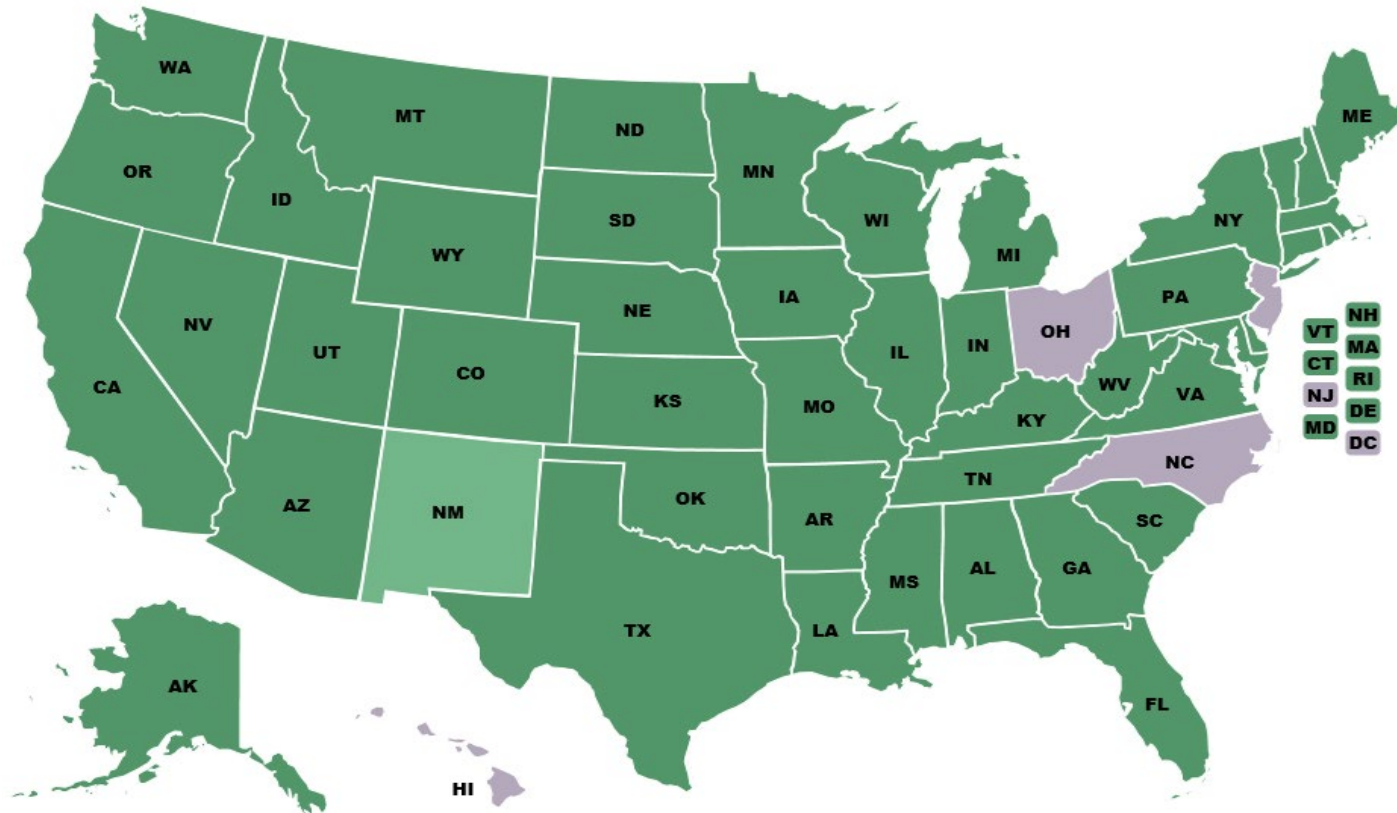
Adverse Action Report	Medical Malpractice Payment Report
<b>86,286</b>	<b>27,291</b>



Link - <https://www.npdb.hrsa.gov/analysistool/>



# Compliance Map



**U.S. Territories**

AS GU MP PR VI



# Demo Help Center

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## Help Center

### Organizations

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### Resources

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### Organizations

Learn how to get your organization started using the NPDB.



#### Accounts & Sign In

Help to sign in, reset passwords, and manage user accounts.



#### Querying

How to search for NPDB reports using One-Time or Continuous Query.



#### Reporting

Procedures for reporting medical malpractice payments and adverse actions to the NPDB.



#### Registration

New to the NPDB? See if your organization is eligible to access the NPDB. Learn how to register your organization.



#### Billing & Fees

Directions for getting a receipt, storing a form of payment, or reconciling a payment.



#### Policy

Provides the latest policy guidance, and links to the Guidebook Q&As.



#### Attestation

Help for organizations that are attesting with the NPDB.



#### Subject Database

Learn about storing subject information to save time for querying and reporting.



#### Authorized Agents

Help for organizations that need to query or report on behalf of entities registered with the NPDB.



# NPDB Guidebook



# NPDB Guidebook

The NPDB Guidebook serves as a policy manual. It is one of a number of efforts to inform the U.S. health care community and others about the National Practitioner Data Bank (NPDB) and the requirements established by the laws governing the NPDB.



<http://www.npdb.hrsa.gov/resources/aboutGuidebooks.jsp>

# Why use the Guidebook?

- ▶ Has the latest examples and clarification
- ▶ Provides quick references and infographics
- ▶ E-Guidebook is searchable

## The Guidebook is available in:

- ▶ E-Guidebook
- ▶ Printable PDF



# NPDB Guidebook Demo

[Home](#) / [The NPDB Guidebook](#)

Text Size [AAA](#)



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## NPDB Guidebook

*Last Update October 2018*



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[Updates](#)

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# 2018 Change History

Guidebook Cover Page

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Chapter C: Subjects of Reports

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Appendix A: Glossary

Appendix B: Acronym Guide

Appendix C: Change History

 [Download the NPDB Guidebook \(PDF - 2.13 MB\)](#)

## Appendix C: Change History

The following table describes changes made to the NPDB Guidebook. Style and formatting changes made throughout the Guidebook that do not affect the substance of the text are not indicated below. References to new figures added to this edition can be found in the [Table of Figures](#).

### General Updates

- Modified the date contained in the indicia.
- Modified the Table of Contents to reflect the changes made in this edition.
- Added the Table of Tables
- Added the Table of Figures
- Added this Appendix C.

### Chapter A: Introduction and General Information

- Added reference to Appendix C to the list of the Guidebook's topical sections.
- In the paragraph that follows the list of topical sections, modified the reference to the HIPDB Guidebook.
- Changed the style of the heading of the section entitled "Title IV of Public Law 99-660, Health Care Quality Improvement Act of 1986."
- Modified the second paragraph of the section entitled "Civil Money Penalties."

### Sections Updated

- [Chapter A: Introduction and General Information, Preface](#)
- [Chapter A: Introduction and General Information, Background](#)
- [Chapter A: Introduction and General Information, General Information](#)





# Access Updates to Guidebook



U.S. Department of Health & Human Services

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## Submitting Reports to the NPDB

[Guidebook](#) [Updates](#)



### Report Formats

The NPDB uses three report formats to capture the necessary information for report submissions. These report formats are:

- Medical Malpractice Payment Report (MMPR), for reporting medical malpractice payments
- Judgment or Conviction Report, for reporting health care-related criminal convictions and civil judgments in federal or state court
- Adverse Action Report, for reporting all other actions required to be submitted to the NPDB

All fields required by specific report formats must be completed successfully before a report can be generated. If an entity does not have all the required information, the entity is responsible for obtaining the information so that the entity can comply with its reporting requirements. An entity's lack of mandatory information does not relieve the entity of its reporting requirements.

The NPDB recommends that each reporting entity review the report form fields and make an effort to routinely collect information on health care practitioners, entities, providers, and suppliers (as appropriate) before there is a reason to submit a report (e.g., during the application process for a license or clinical privileges). In submitting a report, all required information must be completed properly.

For help with submitting a report, contact the [NPDB Customer Service Center](#).

### Types of Reports

Reporting entities are responsible for the accuracy of information they report to the NPDB and for keeping information reported to the NPDB up to date. Reports submitted to the NPDB are permanently maintained unless corrected or voided by the reporting entity or by the NPDB through the [Dispute Resolution](#) process. The following report types facilitate accurate reporting.



# NPDB Guidebook 2018 Key Updates

## Revision # 1:

Chapter E: Reports, Submitting Reports to the NPDB

## Added new section, “Basis for Action Codes”:

All submitted reports should contain Basis for Action Codes that **accurately represent the reportable action**. When submitting a report, choose the most accurate codes. Multiple codes may be selected if there are multiple reasons for the action(s) taken. A Basis for Action Code of "Other" should be used only if there are no codes that match the actual basis for action. Use appropriate codes from the codes list when submitting reports to assure complete and accurate reporting.



# NPDB Guidebook 2018 Key Updates

## Revision # 2:

Chapter E: Reports, Reporting Clinical Privileges Actions

### Modified the section entitled “Proctors”

If, as a result of a professional review action related to professional competence or conduct, **a proctor is required in order for a physician or dentist to proceed in freely exercising clinical privileges**, and the period lasts longer than 30 days, the action **must be reported to the NPDB**. In other words, if, for a period lasting more than 30 days, the physician or dentist cannot perform certain procedures without proctor approval or without the proctor being present and watching the physician or dentist, the action constitutes a restriction of clinical privileges and must be reported.



# NPDB Guidebook 2018 Key Updates

## Revision # 3:

Chapter E: Reports, Reporting Clinical Privileges Actions

### Added new section “Length of Restriction”

Entities must report clinical privileges actions to the NPDB if they result from a professional review action and last longer than 30 days. Title IV requires "a professional review action that adversely affects the clinical privileges of a physician or dentist for longer than 30 days" to be reported (emphasis added). The NPDB has consistently **interpreted "adversely affects" to mean the impact of the restriction, not the manner in which the restriction is written.** If a physician's or dentist's privileges are adversely affected for longer than 30 days, the restriction must be reported, regardless of how the health care entity writes the restriction.



# NPDB Guidebook 2018 Key Updates

## Revision # 4:

Chapter E: Reports, Reporting Clinical Privileges  
Actions

## Added new Q&A # 22 :

Is an agreement not to exercise privileges during an investigation, without actually surrendering the privileges, a resignation while under investigation that is reportable?



# NPDB Guidebook 2018 Key Updates

## Revision # 5:

Chapter E: Reports, Reporting Clinical Privileges Actions

## Added new Q&A # 23:

Is a leave of absence while under investigation considered to be a resignation of privileges that is reportable?



# NPDB Guidebook 2018 Key Updates

## Revision # 6:

Chapter E: Reports, Reporting Clinical Privileges Actions

## Added new Q&A # 25:

Is a resignation while subject to a "quality improvement plan" a resignation while under investigation? A quality improvement plan might include a limit on the number of patients a physician can have in a hospital at a time or a requirement that all surgical cases be discussed with the physician's department chair in advance of surgery.



# NPDB Guidebook 2018 Key Updates

## Revision # 7:

Chapter E: Reports, Reporting Clinical Privileges  
Actions

## Added new Q&A # 31:

Is the requirement that a surgeon operate only with a qualified first assistant a restriction of privileges?





# NPDB Guidebook 2018 Key Updates

## Revision # 8:

Chapter E: Reports, Reporting Clinical Privileges Actions

## Added new Q&A # 46:

Is a report required when clinical privileges lapse at the end of a 2-year appointment because there has been a recommendation by the Medical Executive Committee that the physician not be reappointed, but the physician's current 2-year appointment ends before a hearing can be held and final action taken by the hospital's governing body?



# NPDB Guidebook 2018 Key Updates

## Revision # 9:

Chapter E: Reports, Reporting Clinical Privileges Actions

## Added new Q&A # 49:

How should a hospital report to the NPDB when an adverse clinical privileges action it took against a practitioner is changed by court order?



# NPDB Guidebook 2018 Key Updates

## Revision # 10:

Chapter E: Reports, Reporting State Licensure and Certification Actions

### Added new section “Private Agreements”:

If a state licensing or certification board takes an adverse action that is the result of a formal proceeding, **it is reportable** even if the state took the action **through a private agreement**. Any state board action that meets the definition of an adverse action is reportable. An adverse action must be taken as a result of a formal proceeding, but it need not be publicly available.



# NPDB Guidebook 2018 Key Updates

## Revision # 11:

Chapter E: Reports, Reporting State Licensure and Certification Actions

## Added new section “Impaired Practitioners”:

To determine whether actions taken against an impaired practitioner are reportable to the NPDB as adverse actions, the state licensing authority **should consider whether the restriction itself meets reporting requirements**, regardless of the type of impairment. The impairment can arise as a result of a physical or mental illness, injury, incapacitation, or alcohol or drug abuse.



# NPDB Guidebook 2018 Key Updates

## Revision # 12:

Chapter E: Reports, Reporting State Licensure and Certification Actions

## Added new Q&A # 24:

In some states, an agency other than a licensing board (such as a state department of health) may be responsible for taking actions against unlicensed providers. Are these other agencies required to report the actions they take?



# Resources

**Help When You Need It: <http://www.npdb.hrsa.gov>**

- FAQs, brochures, and fact sheets
- NPDB Guidebook
- Recorded webinars
- Instructions for reporting and querying
- Regulations
- Statistical data
- Research tools
- NPDB Insights
- Policy: [NPDBPolicy@hrsa.gov](mailto:NPDBPolicy@hrsa.gov)
- Customer Service Center
  - Call [800.767.6732](tel:800.767.6732)
  - Email [help@npdb.hrsa.gov](mailto:help@npdb.hrsa.gov)



**NPDB Compliance Tip Line  
301-945-9601**

# Questions



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