

NPDB GUIDE TO REPORTING STATE LICENSURE ACTIONS

BEFORE SUBMITTING:

Did your board take one or more actions against a practitioner as a result of a formal proceeding (such as a formal hearing, settlement agreement, consent order, etc.) that includes one of the following?:

- An adverse action, including revocation, suspension, reprimand, censure, or probation
- Any other loss of license or right to apply for/renew license by operation of law, voluntary surrender, or nonrenewal, etc. (excluding non-payment of fees, retirement, inactive status)
- A dismissal or closure of a formal proceeding because the practitioner surrendered license or left jurisdiction
- Any publicly available negative action or finding (includes a health care-related administrative fine or citation)

Do not have to be publicly available to be reportable

SUBMIT AN INITIAL ADVERSE ACTION REPORT



Initial

within 30 days of when the action was taken

REPORT MODIFICATIONS (when needed):

The NPDB notifies the subject of the report when the report is submitted, and when any of these modifications are made.



Did your organization take an action that modifies or relates to a previously reported action (including reinstatements)?

SUBMIT A REVISION-TO-ACTION REPORT



Initial Revision



Did your organization determine there is an error or omission in a previously submitted report?

SUBMIT A CORRECTION REPORT



Initial Corrected Report



Did your organization determine that an action should not have been reported because:

- 1 The report was erroneously submitted?
- 2 The action is not reportable?
- 3 The action was reversed or overturned?

These are the only reasons for which a report may be voided.

VOID THE REPORT



Initial



Did a practitioner appeal a previously reported action by your board?

SUBMIT A NOTICE OF APPEAL



Initial

www.npdb.hrsa.gov