



National Practitioner Data Bank

NPDB Attestation

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NPDB Mission

- To improve health care quality, protect the public, and reduce health care fraud and abuse in the U.S.
 - The NPDB is a health workforce tool, established by Congress, to assist organizations in making well-informed credentialing, privileging, and licensing decisions.
 - The NPDB contains information on medical malpractice payments and certain adverse actions related to health care practitioners, entities, providers, and suppliers.



NPDB Attestation

- National education and outreach initiative
- Ensure all users understand how and when to report and query the NPDB
- Understand legal obligations for reporting, querying, and confidentiality
- Affirm you have followed NPDB reporting and query guidelines
- Attest all legally required reports have been submitted to the NPDB



Attestation Timeline

- Phased rollout & education
 - ✓ State Licensing Boards - 2012
 - ✓ Health Centers - 2017
 - ✓ Hospitals - 2018
 - ✓ Health Plans - 2018
 - ✓ Medical Malpractice Payers - 2019
 - ✓ Federal Hospitals and Government Agencies - 2019
 - ✓ All Other Eligible Entities - 2019
 - ✓ Authorized Agents - 2020



Attestation Process

ATTESTATION 101

WHAT?

Attestation ensures that your organization understands your regulatory requirements and is reporting to and querying the NPDB as required by law



Attestation Process

ATTESTATION 101

WHEN?

When you renew your organization's registration



Attestation Process

ATTESTATION 101

WHO?



An administrator of your organization's account

WHERE?



The NPDB website, after signing in

Attestation Process

ATTESTATION 101

WHY?

Assist organizations with understanding their NPDB regulatory requirements and provide more complete information to queriers



Are You Authorized to Attest?

- Yes, if you can confirm the following:
 - You are an NPDB account administrator
 - You have access to all potentially reportable actions or payments made by your organization.
 - All required reports were submitted for a specified time frame.
 - Query responses were used in accordance with federal law.
- If not, you must identify and advise the person who is authorized of his or her responsibilities
 - If that person has an administrator account, he or she should sign in and submit the attestation.
 - If that person does not have an administrator account, you must obtain permission to submit the attestation on his or her behalf.



Adding the Administrator Role

- To add the administrator role to a user account
 - On the Maintain User Accounts screen, select the User ID that you would like to update
 - On the User Account Information page, you can do the following:
 - Delete the account
 - Reset a user's password
 - Add or remove user roles/privileges (such as querying, reporting, billing, and administrator)



Adding the Administrator Role

USER ACCOUNT INFORMATION NATIONAL PRACTITIONER DATA BANK
NPDB

User Information ⓘ

User ID: user
Name: DEVELOPER
Title: DEVELOPER
Telephone: (703) 555-1212
Employee ID:
Employer/Organization:
Business Street Address: 123 FL CIRCLE
Address Line 2:
City, State, ZIP: FAIRFAX, VA 22033
E-mail Address: Test_123575@deve-npdb.hrsa.gov

Invalid Password Attempts: 0
Invalid Challenge Attempts: 0

Role

Select the activities the user can perform.

- Query** (query, renew, and search for subjects, and view query responses and report updates)
- Report** (submit reports and view report certification)
- Billing Lookup** (search for and view billing transactions)
- Administrator** (manage user accounts, payment methods, and agent relationships) 

[Save](#) [Delete Account](#) [Reset Password](#)

[Maintain User Accounts](#)



Account Administrators

- Adding a new account administrator

(<https://www.npdb.hrsa.gov/hcorg/howToBecomeAdministrator.jsp>)

- It is helpful to have more than one account administrator to maintain access.
- To add a new account administrator:
- Go to the Administrator Options screen and select Maintain User Accounts, then select Create Account.
- On the User Account Request screen under Roles, select Administrator.
- Complete the form and select Continue.
- The new user will receive a link via email with instructions to complete the User Verification Process within 3 days.
- Complete the User Registration document and approve it on the Maintain User Accounts page.



Creating a New User Account

USER ACCOUNT REQUEST

NATIONAL PRACTITIONER DATA BANK
NPDB

User Information

User IDs must contain at least 8 alphanumeric characters and are case sensitive.

User ID:

E-mail Address:

Confirm E-mail Address:

Roles

Select the role(s) the user can perform. Selections may be modified in the future by going to the *Administrator Options* screen and clicking **Maintain User Accounts**.

- Query (query, renew, and search for subjects, and view query responses and report updates)
- Report (submit reports and view report certification)
- Billing Lookup (search for and view billing transactions)
- Administrator (manage user accounts, payment methods, and agent relationships) ←

[Continue](#)

[Return to Previous Page](#)

New Administrator Training

The registration information is true, complete and correct

User Accounts

[Edit](#)

If a user is no longer with your organization, edit this section and select the account to be deleted.

	Name	User ID	Roles	Last Sign In
	DEVELOPER	1PMuser		
	SATYADEVA RAGHUNANDAN	parkway70	Administrator, Query, Report, Billing Lookup	Jun 4, 2018
	SAAD WAQAS	parkway700	Administrator, Query, Report, Billing Lookup	Aug 5, 2019
	DEVELOPER	user		

X = Accounts to be deleted | Total: 0

You must complete the [Administrator Training](#) before submitting the renewal. This training explains the user verification process and is also accessible from the *Administrator Options* screen.

 Contact Us

Exit

Continue to Next Step

Check Your Registration During Renewal

- Confirm your organization's information is correct during renewal
 - Under Organization information, check that the information is accurate and make any necessary changes or additions.
 - Remove any users that are no longer accessing your account.



Check Your Registration During Renewal

- Confirm your organization's information is correct during renewal
 - On the Review Your Information screen, select the Edit option next to any fields that need to be updated.

ENTITY REGISTRATION: RENEWAL

NATIONAL PRACTITIONER DATA BANK
NPDB
Public burden statement

Review Summary > Statutory Authority > Submit > Registration Status > Reporting Attestation

Review Your Information

Please verify your information is correct. Select Edit to change information in a section.

Organization Description [Edit](#)

Ownership: A private sector organization, either for-profit or nonprofit
Primary Function(s): Ambulatory Surgical Center
Allow Users to Query: Yes
Eligibility/Statutory Authority:

Statutory Authority	Function	Querying	Reporting
Title IV	Other Health Care Entity	Optional	Mandatory
Section 1921	Other Health Care Entity, including Professional Society	Optional	No Requirement
Section 1128E	Other Health Care Entity, including Professional Society	Optional	No Requirement

Check Your Registration During Renewal

- Confirm your organization's information is correct during renewal
 - Under Organization Description, be sure you have selected the correct primary function. There are several options to choose from and additional functions may be added.

REGISTER YOUR ORGANIZATION

Organization Description > Statutory Authority > Organization Information > Administrator Account > Certifying Official > Review Summary > Sub

Select the best option for your organization

Ownership [Edit](#)
State government agency or entity

Best category for your organization [Edit](#)
State Licensing or Certification Authority Responsible for Licensing or Certifying Health Care Practitioners, Entities, Providers, or Suppliers

Additional category [Edit](#)
Board of Medical/Dental Examiners

Select your organization's primary healthcare-related function or service

Health Care Practitioner Licensing Board or Authority

Select up to 4 additional functions or services

Health Care Practitioner Licensing Board or Authority

Health Care Facility Licensing Board or Authority

Other Licensing Board or Authority, Specify

Selected Function(s): 1

- Health Care Practitioner Licensing Board or Authority

How to Attest

NATIONAL PRACTITIONER DATA BANK
NPDB

ENTITY REGISTRATION CONFIRMATION

You are signed in as:
TEST ENTITY
TESTING ENTITY FOR 6.04
4350 FAIR LAKES CT STE 100, FAIRFAX, VA 22033-4233
Telephone: (123) 132-1231 Ext. 32132

New Data Bank Correspondence

Date	Sender	Message
07/26/2019	NPDB	Thank you for submitting your Registration Renewal. It has been successfully processed by the NPDB.

Your organization's attestation is due by August 25, 2019.
You should attest as to whether or not your organization has submitted all required reports to the NPDB for actions taken June 26, 2017 - June 26, 2019.
[Learn about attestation](#)

[Continue](#)



How to Attest

Certify and Submit

REPORTING ATTESTATION

NATIONAL PRACTITIONER DATA BANK
NPDB

1. Attestation Edit

2. Certify and Submit

Please review your attestation and submit it. If it is not correct, select a section to edit.

Attestation for Apple Health, Fairfax, VA for reports submitted to the NPDB from July 14, 2016 to July 14, 2018.

My organization has fulfilled its NPDB reporting requirements.

Certify Attestation

I certify that I am authorized to submit these attestation statements on behalf of my organization regarding NPDB reporting requirements and that the statements are true and correct to the best of my knowledge.

I further certify that in the future my organization will submit all required reports to the NPDB within 30 days of the date an action was taken or a medical malpractice payment was made.

Attested by:

Name:	Jane Doe
Title:	DIRECTOR, QUALITY OF CARE
Phone:	(703) 123-4567
Email:	janedoes@applehealth.com
Date:	August 13, 2018

WARNING:
Any person who knowingly makes a false statement or misrepresentation to the National Practitioner Data Bank (NPDB) may be subject to a fine and imprisonment under federal statute

Exit Save and Finish Later Submit



How to Attest

Certify Attestation

I certify that I am authorized to submit these attestation statements on behalf of my organization regarding NPDB reporting requirements and that the statements are true and correct to the best of my knowledge.

I further certify that in the future my organization will submit all required reports to the NPDB within 30 days of the date an action was taken or a medical malpractice payment was made.

Attested by:

Name: JON DOE
Title: MEDICAL STAFF SERVICES MANAGER
Phone: (123) 456-7894
Email: jondoe@generalhospital.com
Date: August 6, 2019

I affirm that the person named above authorized me to submit the attestation on his/her behalf.

Submitted by:

Name: SAAD WAQAS
Title: DIRECTOR
Phone: (507) 779-5486
Email: Test_59313@deve-npdb.hrsa.gov

 Contact Us

 View Printable Copy

Edit Attestation

Exit



How to Attest

- How to Attest
- How to Edit Attestation

<https://www.npdb.hrsa.gov/hcorg/howToAttest.jsp>



Attestation Resources

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
The guidebook serves as a policy manual for the NPDB.
- Events
Learn about upcoming webcasts and watch recordings of past events.
- 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.



Attestation Recap

- Be on the lookout for registration renewal reminder notifications
- Login and renew your registration
- Update your user profile with new information
- After your renewal, continue on to Attestation
- Review your attestation information, certify, and submit
- You can go back and edit your answers if needed



Resources

- NPDB Website
www.npdb.hrsa.gov
- NPDB Customer Service Center
help@npdb.hrsa.gov
1-800-767-6732
- NPDB Policy Mailbox
npdbpolicy@hrsa.gov



Tell Us What You Think

Take a survey about this teleconference

- Available online at:
[https://www.surveymonkey.com/r/NPDB Attestation](https://www.surveymonkey.com/r/NPDB_Attestation)
- The survey will be available through Wednesday, November 25



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