

Desk Reference:
Writing Narrative Descriptions for Reports Webinar

Statutes, Regulations, & Guidance
(Effective July 14, 2022)

Statutes

Narrative Descriptions

42 USC § 11131. Requiring reports on medical malpractice payments

....

(b) Information to be reported

The information to be reported under subsection (a) of this section includes –

....

(4) a description of the acts or omissions and injuries or illnesses upon which the action or claim was based

42 USC § 11132. Reporting of sanctions taken by Boards of Medical Examiners

(a) In general

....

(2) Information to be reported

....

(B) a description of the acts or omissions or other reasons (if known) for the revocation, suspension, or surrender of license

42 USC § 11133. Reporting of certain professional review actions taken by health care entities

(a) Reporting by health care entities

....

(3) Information to be reported

....

(B) a description of the acts or omissions or other reasons for the action or, if known, for the surrender

[Section 1128E of the Social Security Act]: **42 USC § 1320a-7e. Health care fraud and abuse data collection program**

....

(b) Reporting of information

....

(2) Information to be reported

....

(C) The nature of the final adverse action and whether such action is on appeal.

(D) A description of the acts or omissions and injuries upon which the final adverse action was based, and such other information as the Secretary determines by regulation is required for appropriate interpretation of information reported under this section. . . .

Subject Statements

42 USC § 11136. Disclosure and correction of information

With respect to the information reported to the Secretary . . . , the Secretary shall, by regulation, provide for –

- (1) disclosure of the information, upon request, to the physician or practitioner, and
- (2) procedures in the case of disputed accuracy of the information.

Regulations

Narrative Descriptions

45 CFR § 60.7. Reporting medical malpractice payments.

....

(b) What information must be reported.

....

(3) With respect to the judgment or settlement resulting in the payment,

....

(v) Description and amount of judgment or settlement and any conditions attached thereto, including terms of payment,

(vi) A description of the acts or omissions and injuries or illnesses upon which the action or claim was based

45 CFR § 60.8. Reporting licensure actions taken by Boards of Medical Examiners.

....

(b) Information that must be reported.

....

(10) A description of the acts or omissions or other reasons for the action taken,

(11) A description of the Board action, the date the action was taken, its effective date and duration

45 CFR § 60.9. Reporting licensure and certification actions taken by states.

....

(b) What information must be reported.

....

(4) For all subjects:

(i) A narrative description of the acts or omissions and injuries upon which the reported action was based

45 CFR § 60.10. Reporting Federal licensure and certification actions.

....

(b) What information must be reported.

....

(4) For all subjects:

(i) A narrative description of the acts or omissions and injuries upon which the reported action was based

45 CFR § 60.11. Reporting negative actions or findings taken by peer review organizations or private accreditation entities.

....

(b) What information must be reported. Each peer review organization and private accreditation entity must report the information as required in § 60.9(b) of this part. . . .

[Note: The pertinent a part of § 60.9(b) is quoted above.]

45 CFR § 60.12. Reporting adverse actions taken against clinical privileges.

(a) Reporting by health care entities to the NPDB.

....

(3) What information must be reported. . . .

....

(ix) A description of the acts or omissions or other reasons for privilege loss, or, if known, for surrender

45 CFR § 60.13. Reporting Federal or state criminal convictions related to the delivery of a health care item or service.

(a) Who must report. Federal and state prosecutors must report criminal convictions against health care practitioners, providers, and suppliers related to the delivery of a health care item or service (regardless of whether the conviction is the subject of a pending appeal).

(b) What information must be reported. . . .

....

(4) For all subjects:

(i) A narrative description of the acts or omissions and injuries upon which the reported action was based

45 CFR § 60.14. Reporting civil judgments related to the delivery of a health care item or service.

(a) Who must report. Federal and state attorneys and health plans must report civil judgments against health care practitioners, providers, or suppliers related to the delivery of a health care item or service (regardless of whether the civil judgment is the subject of a pending appeal). . . .

(b) What information must be reported. Entities described in paragraph (a) of this section must report the information as required in § 60.13(b) of this part. . . .

[Note: The pertinent a part of § 60.13(b) is quoted above.]

45 CFR § 60.15. Reporting exclusions from participation in government health care programs.

(a) Who must report. Federal Government agencies and state law and fraud enforcement agencies must report health care practitioners, providers, or suppliers excluded from participating in Federal or state health care programs, including exclusions that were made in a matter in which there was also a settlement that is not reported because no findings or admissions of liability have been made (regardless of whether the exclusion is the subject of a pending appeal). . . .

(b) What information must be reported. Entities described in paragraph (a) of this section must report the following information:

....

(4) For all subjects:

(i) A narrative description of the acts or omissions and injuries upon which the reported action was based

45 CFR § 60.16. Reporting other adjudicated actions or decisions.

(a) Who must report. Federal Government agencies, state law or fraud enforcement agencies, and health plans must report other adjudicated actions or decisions as defined in § 60.3 of this part related to the delivery, payment or provision of a health care item or service against health care practitioners, providers, and suppliers (regardless of whether the other adjudicated action or decision is subject to a pending appeal).

(b) What information must be reported. Entities described in paragraph (a) of this section must report the information as required in § 60.15(b) of this part.

[Note: The pertinent a part of § 60.15(b) is quoted above.]

Subject Statements

45 CFR § 60.6. Reporting errors, omissions, revisions or whether an action is on appeal

. . . .

(c) The subject will be sent a copy of all reports, including revisions and corrections to the report.

(d) Upon receipt of a report, the subject:

(1) Can accept the report as written;

(2) May provide a statement to the NPDB that will be permanently appended to the report, either directly or through a designated representative; (The NPDB will distribute the statement to queriers, where identifiable, and to the reporting entity and the subject of the report. Only the subject can, upon request, make changes to the statement. The NPDB will not edit the statement; however the NPDB reserves the right to redact personal identifying and offensive language that does not change the factual nature of the statement.); or

(3) May follow the dispute process in accordance with § 60.21.

General Guidance

Narrative Descriptions

NPDB Guidebook

Narrative Descriptions:

<https://www.npdb.hrsa.gov/guidebook/ESubmittingReports.jsp#Narrative>

NPDB website

Submitting a Narrative:

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

What do I Include in the narrative section when submitting a report?

<https://www.npdb.hrsa.gov/faqs/p5.jsp>

How to Submit a Report:

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

Sample Response Files:

<https://www.npdb.hrsa.gov/software/sampleResponseFiles.jsp>

Subject Statements

NPDB Guidebook

Subject Information:

<https://www.npdb.hrsa.gov/guidebook/CSubjectInformation.jsp>

Subject Statements:

<https://www.npdb.hrsa.gov/guidebook/FSubjectStatements.jsp>

Q&A: Subject Statements and the Dispute Process:

<https://www.npdb.hrsa.gov/guidebook/FQA2.jsp>

NPDB website

How to Submit a Statement:

<https://www.npdb.hrsa.gov/pract/howToSubmitAStatement.jsp>

What are my options if I want to respond to a report?

<https://www.npdb.hrsa.gov/faqs/d5.jsp>