

Renewal Documents Upload Feature Now Available

Users may now upload registration renewal documents (rather than mailing them to the NPDB) when renewing their organization's registration, in addition to the ability to upload initial registration documents.

Report Forwarding Streamlines Reporting Process



Any entity reporting medical malpractice payments, clinical privileges actions, and professional society actions must send a copy of the report to the appropriate state board. The NPDB's Report Forwarding service streamlines and expedites this process for both sender and recipient (if your state board accepts Report Forwarding).

(Note: Peer review organizations and private accreditation organizations submitting NPDB reports on negative actions or findings must also send these reports to the appropriate state board. However, Report Forwarding is not available for these organizations. They must print and mail copies of Report Verification Documents [RVDs] to the appropriate state licensing or certification authority.)

Report Forwarding enables reporters to immediately notify state boards when they submit a report to the NPDB, rather than mailing the RVD. An RVD is a document generated from the NPDB when an entity submits a report.

Why should you use Report Forwarding?

- **Faster notification.** Traditional mail takes days to receive, whereas Report Forwarding provides notification to the state board within minutes.
- **Promote patient safety.** Report Forwarding allows reporting entities to notify state boards of report notifications in real time, encouraging a more expedited review of the practitioner. It also allows for both reporter and board to easily track, store, and search for reports.
- **Go green.** Since no paper is involved, health care organizations can operate in a more environmentally-friendly way.

- **Secure data.** The risk of inadvertently releasing personally identifying information is reduced with Report Forwarding. Mail can be mistakenly opened or sent to the wrong address.

What happens with the state board?

- The state board elects to accept or decline electronically forwarded report notifications.
- When a report notification is submitted electronically, the state board will receive an email.

You have received an electronic report notice (DCN ending in ... 0000) from **GENERAL HOSPITAL**.

Entity: STATE BOARD OF MEDICINE (FAIRFAX, VA) (DBID ending in ...11)

Data Bank reporters of Clinical Privilege Actions and Professional Society Membership Actions are required by federal law (42 USC §11134(c)(2)) to notify state boards of these report submissions. The Data Bank permits reporters to send electronic notifications of these actions to the appropriate state boards.

The reporter shown above has sent an electronic notification. Your board has agreed to receive these electronic notices.

You may log in to the [Integrated Querying and Reporting Service \(IQRS\)](https://www.npdb.hrsa.gov) at <https://www.npdb.hrsa.gov> to view this Notice of Action.

Please do not reply to this e-mail address. If you have questions or comments, please e-mail the [Data Bank Customer Service Center](mailto:help@npdb.hrsa.gov) or call 1-800-767-6732 weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The Customer Service Center is closed on all Federal holidays.

The state board should view forwarded reports within seven days of receiving the email. If unviewed after seven days, the reporting entity will be notified via email.

- After 30 days, the state board will no longer be able to view the report notification if it was never initially viewed.
- The state board's monthly summary emails indicate the number of electronically submitted report notifications received.

What happens for the reporting entity?

- On the Notification Options page, the reporter elects to send an electronic report notice. This option will only be available if the state board accepts electronically forwarded report notifications.

REPORT INPUT FORM

NATIONAL PRACTITIONER DATA BANK
NPDB

Medical Malpractice Payment Report: Initial Report

[Show Public Burden Statement](#)

1. Subject Information	2. Action Information	3. Certification
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Send to State Board

Federal law (42 USC §11134(c)(1)) requires that you send a copy of your report to the appropriate state licensing board in the state in which the medical malpractice claim arose.

According to Data Bank records, licenses or certifications for **Physician (MD)** in the state of **Virginia** are administered by:

MEDICAL BOARD (Fairfax, VA)

To fulfill my organization's legal requirement to report this action to the state board:

I agree to allow the Data Bank to send an electronic report notice to **MEDICAL BOARD**. I attest that this is the correct state board to notify based on where the medical malpractice claim arose.

I attest that I will provide a copy of this report to the appropriate state board.

Note:

- If you choose to send an electronic report notice to the state board, you should receive an email as well as a Data Bank correspondence within 7 days verifying that the state board has or has not viewed the electronic notice.
- If the appropriate state board is not listed here you must mail a printed copy of the official report (the Report Verification Document) to the appropriate state licensing board(s) to fulfill this requirement. If the practitioner was not licensed in the state in which the medical malpractice claim arose (which may be the case with payments for federally-employed practitioners) or if the claim arose for care provided at overseas military locations, you must send a copy of the report to the licensing board in at least one state in which the practitioner is licensed.

Certification

- The reporting entity is notified via email once the state board has viewed the report notification.

On 02/03/2015 you sent an electronic notification of a report (DCN ending in ...1111) to **STATE BOARD**.

Entity: GENERAL HOSPITAL (FAIRFAX, VA) (DBID ending in ...00)

This Notice of Action was viewed by the state board on 02/05/2015. You have met the legal obligations under federal law (42 USC §11134(c)(1)) to notify the appropriate state board of your report submission to the Data Bank.

Please do not reply to this e-mail address. If you have questions or comments, please e-mail the [Data Bank Customer Service Center](#) or call 1-800-767-6732 weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The Customer Service Center is closed on all Federal holidays.

- If the state board has **not** viewed the report notification after seven days, the reporting entity is notified via email. The reporting entity may notify the state board to remind them to view the report notification online.

On 12/31/2014 you sent an electronic report notice (DCN ending in ...1111) to **STATE BOARD**.

Entity: GENERAL HOSPITAL (FAIRFAX, VA) (DBID ending in ...00)

As of 01/07/2015, this Notice of Action has not been viewed by the state board.

Your legal requirement to send this report to the state board under federal law (42 USC §11134(c)(1)) has not been fulfilled. To fulfill your legal requirement you must print a copy of the Report Verification Document and provide it to the state board.

You may log in to the [Integrated Querying and Reporting Service \(IQRS\)](#) at <https://www.npdb.hrsa.gov> to print a copy of the Report Verification Document.

This is the only notice you will receive from the Data Bank regarding this electronic report notice. To confirm whether the report has been received by the state board please contact the state board directly.

Please do not reply to this e-mail address. If you have questions or comments, please e-mail the [Data Bank Customer Service Center](#) or call 1-800-767-6732 weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The Customer Service Center is closed on all Federal holidays.

- If the state board has **not** viewed the report notification after 30 days, the reporter must mail the RVD to the board.
- Viewed and unviewed report notifications will be included in the reporting entity's monthly summary emails.

For more information about Report Forwarding, see [How to View Electronic Notices of Action](#).

What You Need to Know About Querying Other Organizations

Does your organization query other organizations? To query an organization, you may submit a One-Time Query, or if you are querying your own organization, an Organizational Self-Query. Querying another organization costs the same as querying an individual: \$3. If your organization is self-querying, the cost is \$5.



If you want to query another organization or your own organization, and use Continuous Query exclusively, make sure the One-Time Query feature is activated, as organizations cannot be enrolled in Continuous Query. To do this, your NPDB administrator will need to go to the *Administrator Options* page, select **Continuous Query Options**, and scroll to the bottom of the page to verify that the Continuous and One-Time Query option is selected.

Configure Selectable Query Types

<input type="radio"/> Continuous:	Only Continuous Query options will be shown for new queries. You will still have access to any existing one-time query results.
<input checked="" type="radio"/> Continuous and One-Time:	Both query types will be shown for new queries.

Save

To begin the process of querying an organization, be sure to select either option under “Organization Subject.”

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SUBJECT TYPE

For this query (these queries), I would like to query on an: Help ?

Individual Subject

Select a Subject

Use a Blank Query Form

Organization Subject

Select a Subject

Use a Blank Query Form

Return to Options

You will need the other organization’s identifying information, including name, address, Federal Identification Number (FEIN), National Provider Identifier, license number, and any other numbers that you may have. For additional information on querying, see the [About Querying](#) page.

NPDB
Fast Fact

Is there an easy way to find a basis for action description when submitting a report?

Yes. During the reporting process, enter any word or phrase to quickly find a basis for action description. For example, if you are reporting an action that was taken because the practitioner failed to keep adequate records, you may enter “records” in the search box to find all actions related to this keyword.