U.S. Department of Health & Human Services

National Practitioner Data Bank

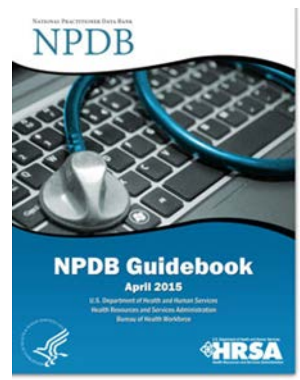
NPDB News

June 2015

Submit Your Suggestions

Do you have an idea for how to make the National Practitioner Data Bank (NPDB) system or website better? Send it to our new suggestion box (NPDBSuggestions@hrsa.gov). Emails sent here go directly to our Information Technology (IT) team, and will be considered for future system releases.

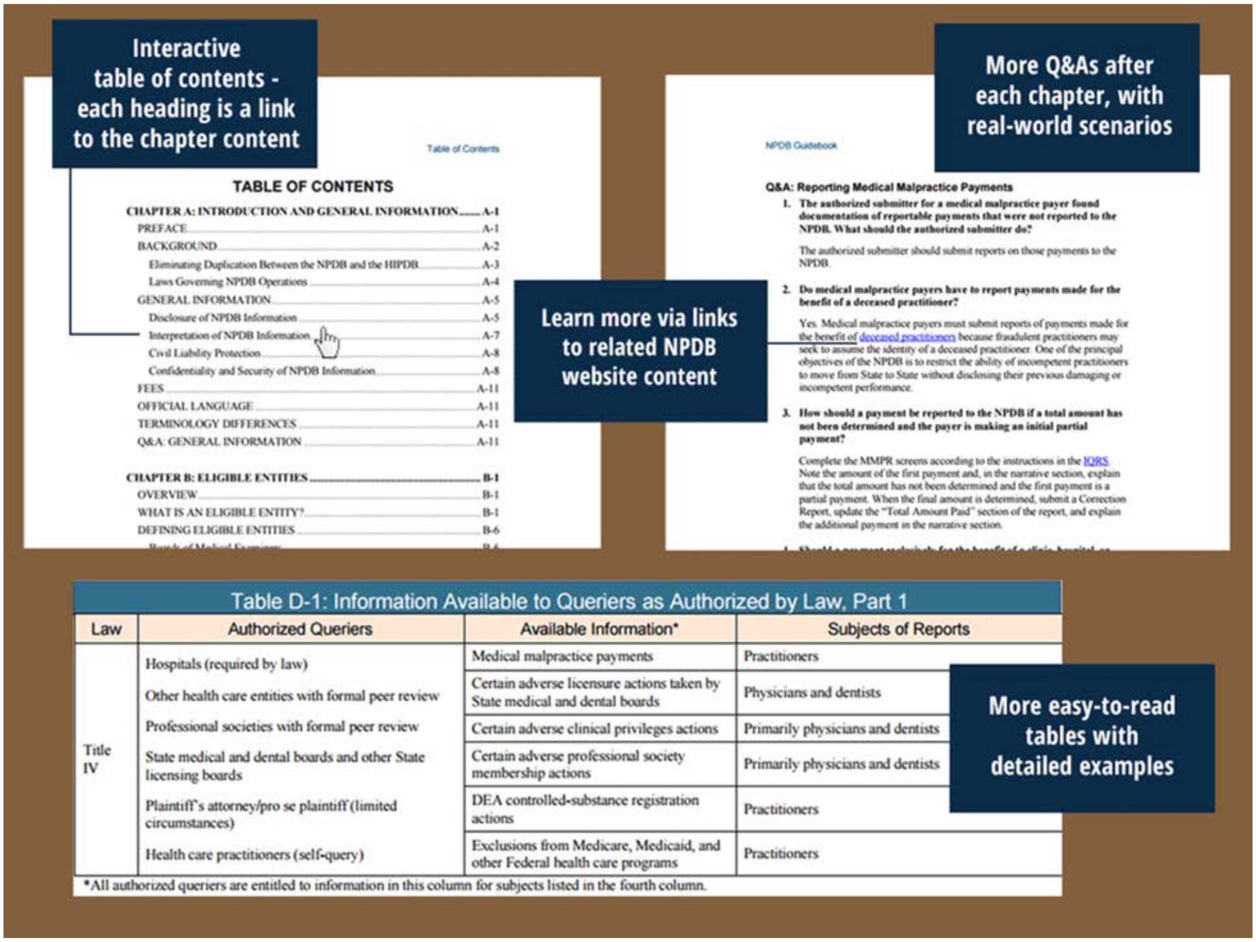
NPDB Releases New and Improved Guidebook



The NPDB is pleased to announce the release of the new NPDB Guidebook, which reflects changes related to policy as well as terminology. We hope it will be a valuable resource for users. The new NPDB Guidebook is:

- **Faster to navigate**. A PDF version is now available on the NPDB website, with a more interactive version coming soon.
- **Easier to understand**. It is written with plain, clear language, and includes more refined definitions to reflect the current legislative environment and contemporary health care terms.
- **More responsive to your questions**. It provides more real-world examples, and questions and answers after each chapter help clarify policy.
- **Comprehensive**. It blends the Healthcare Integrity and Protection Data Bank and NPDB to reflect new combined regulations found at the Code of Federal Regulations (CFR), Title 45, Part 60.
- **Easier to quickly read and scan**. It features a one-column format, additional charts, tables, callout boxes, and live links, all of which make the new Guidebook more user-friendly.

The guidebook incorporates elements of the feedback received from more than 360 public comments. The NPDB will continue to provide relevant and timely updates to the guidebook as needed.



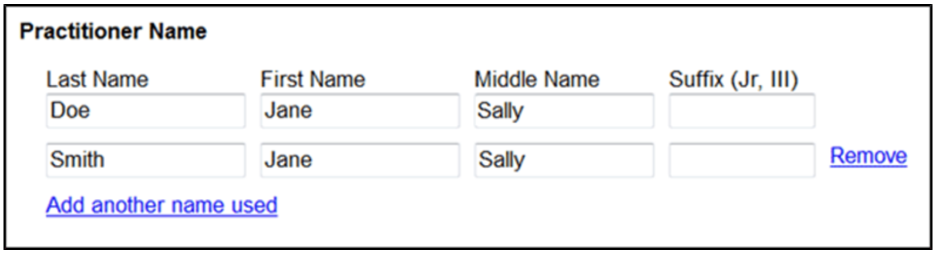
Getting the Most Out of Your Query

When submitting a query, complete as many data fields as possible to receive your query results promptly. You may be inclined to leave fields blank to save time; however, this may delay your query output. Queries submitted with complete and accurate data are typically processed within seconds, while queries with missing data fields may require manual research, adding up to two business days to process.

Use these tips for submitting a query:

- **Enter all license numbers held by the practitioner**. This includes all active or inactive license numbers. You may enter up to 60 license numbers.
- **If the practitioner does not have a license number**, select "no license" and then select the occupation/field of license the practitioner is applying for. This option should only be selected if the practitioner does not hold a license.

- **Add other names used**. If the practitioner you are querying has used different names in the past, it is important to list all known names by using the "Add another name used" option on the query form. The example below is for a practitioner with a maiden name.



Practitioner Name

Last Name	First Name	Middle Name	Suffix (Jr, III)	
Doe	Jane	Sally		
Smith	Jane	Sally		Remove

Add another name used

- **Enter the practitioner's School and Year of Graduation**. These data fields can be very useful in processing a query in a timely manner.
- **Use the practitioner's identification numbers**, such as the National Provider Identifier (NPI), Drug Enforcement Agency and Social Security Number, rather than the organization's identification numbers. Using the practitioner's correct NPI number (if available) may save time in the querying process. You can obtain or verify a practitioner's NPI by going to the NPI Registry website. The NPI number, issued by the Centers for Medicare and Medicaid Services, is a unique 10-digit number that identifies covered health care practitioners. NPI replaced the Unique Physician Identification Number (UPIN) as the required identifier for Medicare services.
- **Before submitting the query, review the information to ensure its accuracy**.

Using these strategies can speed up your query response, ensure accurate results and save you time and effort during your credentialing process.

Watch the Newest Videos

The NPDB continually seeks ways to educate users on current issues, as well as update them on new and upcoming enhancements. The three videos listed below are part of the NPDB's Customer Support Resource Series and are available on the webcasts page of the NPDB website:

1. **Reporting Medical Malpractice Payments**
2. **Reporting Clinical Privileges**
3. **Reporting Adverse Licensure Actions**

As always, we welcome requests for additional education from our user community. If you are interested in having us speak at an upcoming educational event, please submit an Education Request (PDF - 173 KB).

NPDB Fast Fact

Can NPDB users pre-pay for queries?

Yes, in April 2015 the NPDB added the capability to pre-pay for queries. Users can now pre-pay for queries in the form of query credits, and can pre-purchase an unlimited number.

Learn more about query credits.