

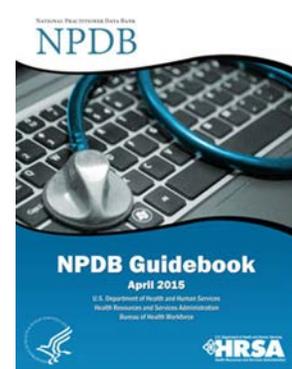
Submit Your Suggestions

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.

Interactive table of contents - each heading is a link to the chapter content

More Q&As after each chapter, with real-world scenarios

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NPDB Guidebook

Q&A: Reporting Medical Malpractice Payments

1. The authorized submitter for a medical malpractice payer found documentation of reportable payments that were not reported to the NPDB. What should the authorized submitter do?

The authorized submitter should submit reports on those payments to the NPDB.

2. Do medical malpractice payers have to report payments made for the benefit of a deceased practitioner?

Yes. Medical malpractice payers must submit reports of payments made for the benefit of **deceased practitioners** because fraudulent practitioners may seek to assume the identity of a deceased practitioner. One of the principal objectives of the NPDB is to restrict the ability of incompetent practitioners to move from State to State without disclosing their previous damaging or incompetent performance.

3. How should a payment be reported to the NPDB if a total amount has not been determined and the payer is making an initial partial payment?

Complete the MMPR screens according to the instructions in the **IGRS**. Note the amount of the first payment and, in the narrative section, explain that the total amount has not been determined and the first payment is a partial payment. When the final amount is determined, submit a Correction Report, update the "Total Amount Paid" section of the report, and explain the additional payment in the narrative section.

Learn more via links to related NPDB website content

Table D-1: Information Available to Queriers as Authorized by Law, Part 1

Law	Authorized Queriers	Available Information*	Subjects of Reports
Title IV	Hospitals (required by law)	Medical malpractice payments	Practitioners
	Other health care entities with formal peer review	Certain adverse licensure actions taken by State medical and dental boards	Physicians and dentists
	Professional societies with formal peer review	Certain adverse clinical privileges actions	Primarily physicians and dentists
	State medical and dental boards and other State licensing boards	Certain adverse professional society membership actions	Primarily physicians and dentists
	Plaintiff's attorney/pro se plaintiff (limited circumstances)	DEA controlled-substance registration actions	Practitioners
	Health care practitioners (self-query)	Exclusions from Medicare, Medicaid, and other Federal health care programs	Practitioners

*All authorized queriers are entitled to information in this column for subjects listed in the fourth column.

More easy-to-read tables with detailed examples

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)
<input type="text" value="Doe"/>	<input type="text" value="Jane"/>	<input type="text" value="Sally"/>	<input type="text"/>
<input type="text" value="Smith"/>	<input type="text" value="Jane"/>	<input type="text" value="Sally"/>	<input type="text"/>
Add another name used			Remove

- **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.](#)