

Did You Know...Report Forwarding Gets Reports to State Boards Quickly

The Data Bank's Report Forwarding feature streamlines and expedites the required forwarding and receipt of Data Bank reports to appropriate State Boards. An entity reporting medical malpractice payments, clinical privileges actions, and professional society actions—including initial, revision-to-action, correction and void reports—may use Report Forwarding as the final step in the report submission process. Since the introduction of Report Forwarding in January 2012, the percentage of State Boards choosing to receive electronic reports has climbed to 77%.



The Process

When an entity completes and prepares to submit a Data Bank report, the reporting entity must select a Report Forwarding preference on the [Notification Options](#) page. A report may either be submitted electronically through Report Forwarding (as long as the appropriate State Board has elected to receive electronic notifications), or via mailed hard copy. If choosing to manually mail the report, the reporting entity must attest on the form that a copy of the Report Verification Document will be mailed to the appropriate State Board. **Note:** Peer review organizations and private accreditation organizations must print and mail a copy of the Report Verification Document (RVD) to the appropriate State Licensing or Certification Authority.

Reporting Entity Responsibilities

1. Choose to either forward reports electronically to State Boards or mail the RVD hard copy to State Boards.
2. If Report Forwarding is chosen, look for and view Data Bank emails and Data Bank Correspondence. Within 1 week of report submission, the reporting entity and the State Board will receive a Notice of Action email and Data Bank Correspondence notifying them that a report was submitted. A second email is sent to the reporting entity when the report is viewed by the State Board, or if the State Board fails to view the report within 7 days, thus requiring additional action by the reporting entity.
3. Submit a hard copy of the report, only if the electronically-forwarded report is not viewed by the State Board within 7 days.

State Board Responsibilities

1. Choose to either accept or decline electronically forwarded reports (this is a one-time decision).
2. If Report Forwarding is accepted, view forwarded reports within 7 days of the Notice of Action email receipt.

Report Forwarding improves processes by allowing State Boards to receive the required report information more quickly, enabling them to make important decisions based on timely information. Please take advantage of this time-saving enhancement.

More State Boards and Reporting Entities are using Report Forwarding

Of the 639 State Boards registered with the Data Bank, 492 Boards currently accept Report Forwarding, and 13,347 reports have been forwarded. The charts below illustrate the Report Forwarding statistics through October 31, 2013.

Figure 1: Registered State Boards Report Forwarding Usage

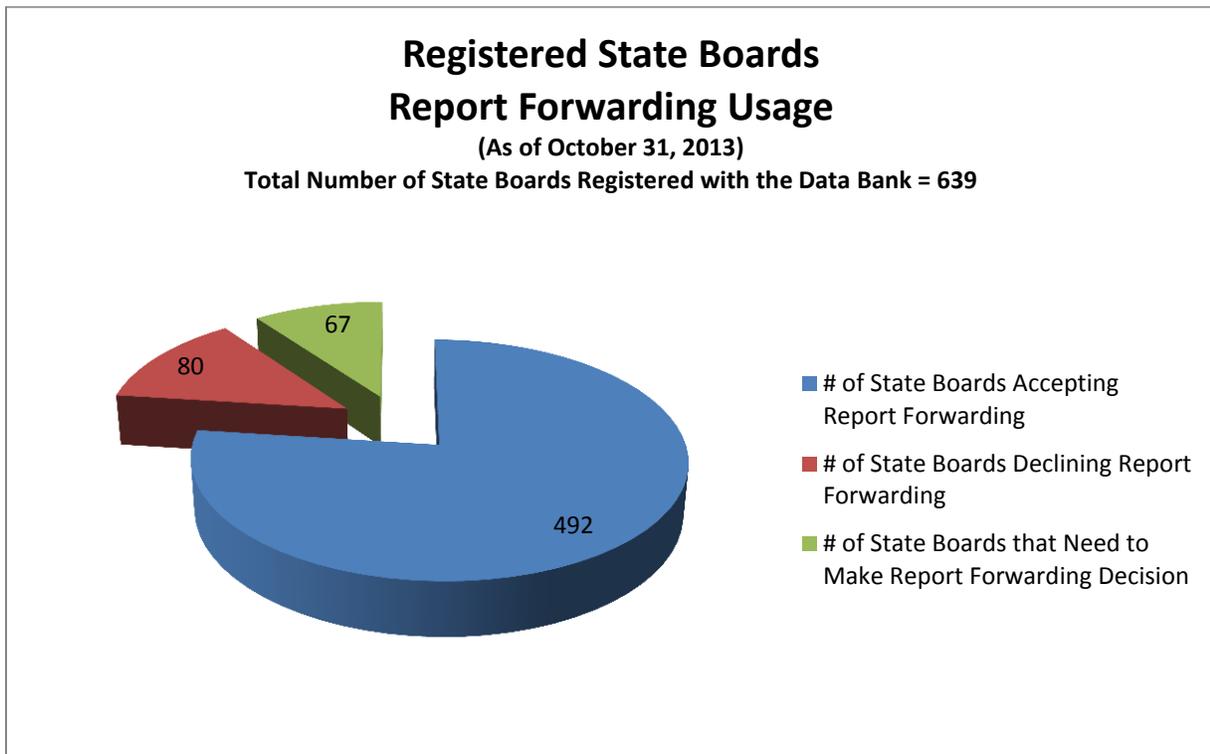
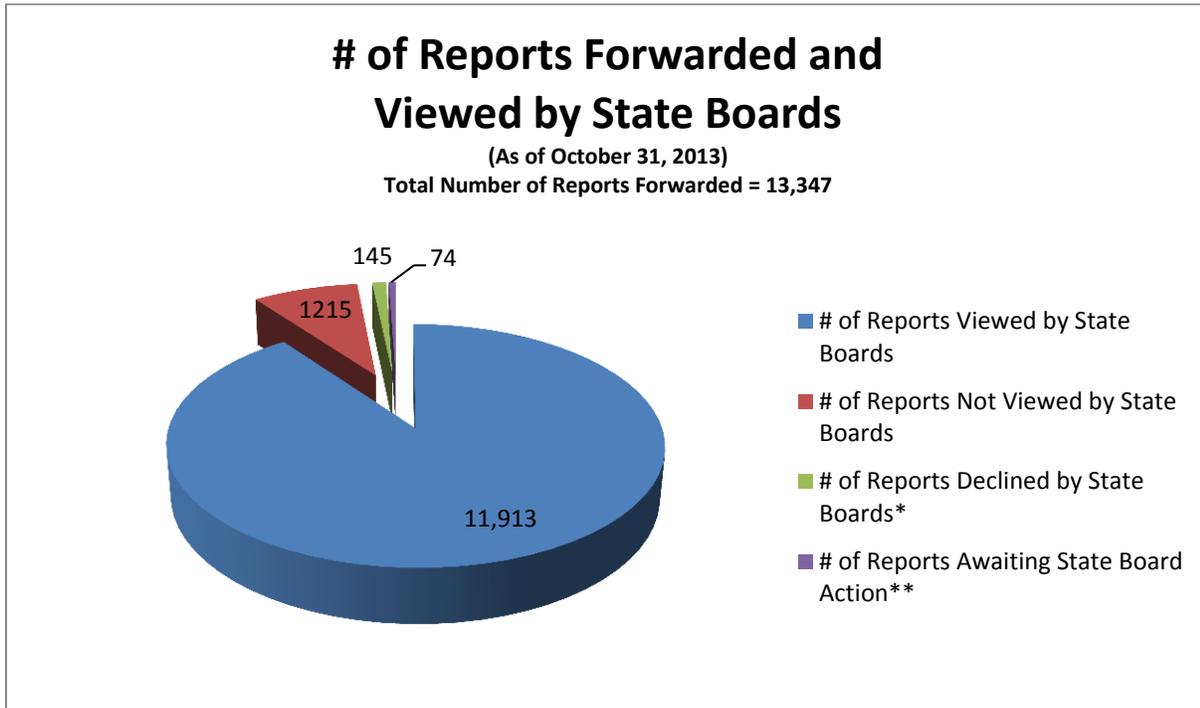


Figure 2: Number of Reports Forwarded and Viewed by State Boards



**If a State Board declines to view a report, the reporting organization must mail a hard copy of the report to the appropriate State Board to meet Federal reporting requirements.*

***A State Board has 7 days to view a report, so this number represents reports within the 7-day period.*

For additional information about Report Forwarding, you may view the [Report Forwarding Tutorial](#) on the Data Bank website or contact the [NPDB Customer Service Center](#).

Entity Registration Form Contains New “Additional Name” Field

Since October 21, 2013, users who update or renew their registration with the Data Bank will notice an optional “[Additional Name](#)” data field directly underneath the “Name of Entity” field. Users will be able to enter a “Doing Business As” (DBA) name or continue to type their entity name in the new “Additional Name” field.



In addition, the Data Bank will alert users if either entity name field contains abbreviations such as “HOSP” or “ORG.” The Data Bank encourages users to enter the entire legal entity name

without use of abbreviations. All entity name fields will be included on all reports that an organization submits to the Data Bank.

The Data Bank is committed to providing the most accurate and complete information possible for all those who view Data Bank reports and the addition of a second box to accommodate full organization names (and reminding users to not abbreviate) is one way of upholding this commitment.

Please contact the NPDB Customer Service Center at 1-800-767-6732 or via email at help@npdb.hrsa.gov if you need additional assistance.

Attention ITP and QRXS Users: Web Address and Response File Changes Coming February 2014

Entities that use third-party software products to query and report through the Data Bank's Querying and Reporting XML Service (QRXS) and Interface Control Document Transfer Program (ITP) should be aware of several changes taking effect in February 2014:



- First, the post-merger URL (www.npdb.hrsa.gov) will replace the former, pre-merge URL (www.npdb-hipdb.hrsa.gov) in the ITP and QRXS programs, so users should update the web address accordingly in the custom or commercial software product they use to interact with the Data Bank. The Data Bank will continue to re-direct the old URL to the new URL.
- In addition, the February 2014 update will include QRXS response file enhancements. Namely, the response files will include an **“Additional Entity Name”** field to allow queriers to receive an organization's full name and/or doing business as (DBA) name, as reporters can now enter the full name without needing to abbreviate. Prior to February 2014, the Data Bank will provide updated sample files in the QRXS QA environment.

The Data Bank also reminds users to implement the updated QRXS Schemas and Interface Control Documents (ICDs), which can be found on the Data Bank website's [Downloads and Documentation](#) page. The Data Bank notified users of these updated files in August 2013.

If you are an ITP or QRXS user and have a question about the transition from ITP to QRXS that is not covered in the [ITP Sunset Fact Sheet](#), the NPDB Customer Service Center will be glad to answer it, by email at help@npdb.hrsa.gov, or by phone at 1-800-767-6732.