NPDB GUIDE TO REPORTING HEALTH CARE-RELATED CRIMINAL CONVICTIONS

BEFORE SUBMITTING:

Are you a federal or state prosecutor involved in a case in which a health care practitioner, provider, or supplier was convicted?

A criminal conviction against a health care practitioner, provider, or supplier is reportable when it is related to the delivery of a health care item or service and includes any of the following:

- A judgment or conviction that has been entered against an individual or entity in a federal, state, or local court, regardless of whether an appeal is pending or the conviction or other record relating to criminal conduct has been expunged
- When an individual or entity has entered into participation in a first offender, deferred adjudication, or other arrangement or program where conviction has been withheld
- A plea of guilty or nolo contendere by an individual or entity that has been accepted by a federal, state, or local court
- A finding of guilt against an individual or entity that is made in a federal, state, or local court

SUBMIT AN INITIAL ADVERSE ACTION REPORT

REPORT MODIFICATIONS (when needed):

- Did your organization take an action that modifies or relates to a previously reported action?
  - Submit a Revision-To-Action Report
    - Initial
    - Revision

- Did your organization determine there is an error or omission in a previously submitted report?
  - Submit a Correction Report
    - Initial
    - Corrected Report

- Did your organization determine that an action should not have been reported because:
  1. The report was erroneously submitted?
  2. The action is not reportable?
  3. The action was reversed or overturned?

  These are the only reasons for which a report may be voided.

- Did a practitioner appeal a previously reported action by your organization?
  - Submit a Notice of Appeal
    - Initial

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