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CREDENTIALING			
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NPDB QUERY AND REPORTING REQUIREMENTS			

NATIONAL PRACTITIONER DATA BANK (NPDB) QUERY & REPORTING REQUIREMENTS

The NPDB is primarily an alert system intended to facilitate a comprehensive review of the professional credentials of health care practitioners. The NPDB collects and disseminates reports on medical malpractice payments, adverse license actions, adverse clinical privileges, adverse professional society membership actions, and exclusions from Medicare/Medicaid. The information contained in the NPDB will be used in conjunction with information from other sources when granting privileges or membership.

Policy:

A. Queries

Queries to the NPDB must be made prior to submitting a credentialed file to the Medical Executive committee or the Governing Board for review.

Queries to the NPDB should occur at:

- Initial application, and
- Re-appointment, or
- At any other time deemed appropriate by the Governing Board, Medical Executive Committee or management staff of Lakeview Surgery Center.

For additional information on querying refer to the NPDB Guidebook, Chapter D located on the website, www.npbd-hipdb.com.

B. Adverse Action

Adverse actions must be reported to the NPDB within 15 days from the date the adverse action was taken or clinical privileges were voluntarily surrendered.

Adverse actions to be reported include:

- Reducing, restricting, suspending, revoking, or denying privileges, for a period of **more than 30 days**.
- A decision not to renew privileges if the decision was based on the practitioner's professional competence or professional conduct.
- Acceptance of a physician's or dentist's surrender or restriction of clinical privileges while under investigation for possible professional incompetence or improper professional conduct or in return for not conducting an investigation or reportable professional review action.

Adverse actions do not include:

- Censures, reprimands, or admonishments.
- Matters not related to professional competence or professional conduct.

For additional information on reporting refer to the NPDB Guidebook, Chapter E located on the website, www.npdb-hipdb.com.

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Submitting Queries:

Queries will be submitted using the Integrated Querying and Reporting Service (IQRS) at www.npdb-hipdb.com. The IQRS allows for querying to the Data Bank through the Internet.

Information reported about a specific subject will be released only if the identifying information provided in the query matched the information in the report. In general, query responses are available electronically within an average of 4 to 6 hours of receipt by the NPDB.

This information obtained from the NPDB will be housed in the practitioner's non-discoverable file and will be maintained as long as is legally required.

For additional information on querying refer to the NPDB Guidebook, Chapter D located on the website, www.npbd-hipdb.com.

Reporting:

Reports will be submitted using the Integrated Querying and Reporting Service (IQRS) at www.npdb-hipdb.com. The IQRS allows for reporting to the Data Bank through the Internet.

We will receive a confirmation number that can be used to verify that the Data Bank received the report. Within 4 to 6 hours of receipt, a *Report Verification Documents* will be made available electronically. The information must be verified and correction of any erroneous information is to be made on-line. **The subject of the report will receive a copy of the submitted report by mail from the Data Bank.**

A copy of the report submitted to the NPDB must be mailed to the State Medical Board. The *Report Verification Document* will be used for submission to the board.

For additional information on reporting refer to the NPDB Guidebook, Chapter E located on the website, www.npdb-hipdb.com.