

2007 NPDB Instructions: OMB No. 0915-0126

This clearance request includes minor changes to the NPDP instructions since the last clearance renewal. These changes are listed below.

Document	Modifications
Entity Registration	<ul style="list-style-type: none"> • Under the field “Email Address to Which Correspondence Should be Sent” the following two sentences in parentheses have been added for clarification: (To ensure your entity is able to receive Data Bank e-mail, add npdb-hipdb@sra.com to your Safe Sender list. For assistance, call the Customer Service Center at 1-800-767-6732.) • (*) under “Title IV Statutory Authority Selections” at Board of Medical/Dental Examiners indicating that it “Includes Composite Boards for physicians or dentists & other health care professionals • (**) under same section at Hospital, Professional Society and Other Health Care Entity stating “Must provide health care services directly or indirectly and must follow a peer review process for the furthering of quality health care • Under “Query Options for Entities Authorized by Law to Query Both the NPDB and the HIPDB” the checkbox has the phrase “I have elected not to query the NPDB but” added to the sentence
Agent Registration	<ul style="list-style-type: none"> • Under the field “Email Address to Which Correspondence Should be Sent” the following two sentences in parentheses have been added for clarification: (To ensure your entity is able to receive Data Bank e-mail, add npdb-hipdb@sra.com to your Safe Sender list. For assistance, call the Customer Service Center at 1-800-767-6732.)
Entity Registration Update	<ul style="list-style-type: none"> • Under the field “Email Address to Which Correspondence Should be Sent” the following two sentences in parentheses have been added for clarification: (To ensure your entity is able to receive Data Bank e-mail, add npdb-hipdb@sra.com to your Safe Sender list. For assistance, call the Customer Service Center at 1-800-767-6732.) • In paragraph immediately preceding “Title IV Statutory Authority Selections” the last sentence “Until that time, your certification election for this statute will be stored but <i>WILL</i> remain active” has a “will” (italicized here) that is not in the version previously sent to Susan • (*) under “Title IV Statutory Authority Selections” at Board of Medical/Dental Examiners indicating that it “Includes Composite Boards for physicians or dentists & other health care professionals • (**) under same section at Hospital, Professional Society and Other Health Care Entity stating “Must provide health care services directly or indirectly and must follow a peer review process for the furthering of quality health care • Under “Query Options for Entities Authorized by Law to Query Both the NPDB and the HIPDB” the checkbox has the phrase “I have elected not to query the NPDB but” added to the sentence
Agent Registration Update	<ul style="list-style-type: none"> • Under the field “Email Address to Which Correspondence Should be Sent” the following two sentences in parentheses have been added for clarification: (To ensure your entity is able to receive Data Bank e-mail, add npdb-hipdb@sra.com to your Safe Sender list. For assistance, call the Customer Service Center at 1-800-767-6732.)
Entity	<ul style="list-style-type: none"> • Under the field “Email Address to Which Correspondence Should be Sent” the following two sentences in parentheses

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Registration Renewal	<p>have been added for clarification: (To ensure your entity is able to receive Data Bank e-mail, add npdb-hipdb@sra.com to your Safe Sender list. For assistance, call the Customer Service Center at 1-800-767-6732.)</p> <ul style="list-style-type: none"> • In paragraph immediately preceding “Title IV Statutory Authority Selections” the second sentence, “Therefore, <i>REPORTS AND QUERIES</i> are not accepted...” is phrased as “<i>QUERIES OR REPORTS</i>” in the version previously sent to Susan • In paragraph immediately preceding “Title IV Statutory Authority Selections” the last sentence “Until that time, your certification election for this statute will be stored but <i>WILL</i> remain active” has a “will” (italicized here) that is not in the version previously sent to Susan • (*) under “Title IV Statutory Authority Selections” at Board of Medical/Dental Examiners indicating that it “Includes Composite Boards for physicians or dentists & other health care professionals • (**) under same section at Hospital, Professional Society and Other Health Care Entity stating “Must provide health care services directly or indirectly and must follow a peer review process for the furthering of quality health care • Under “Query Options for Entities Authorized by Law to Query Both the NPDB and the HIPDB” the checkbox has the phrase “I have elected not to query the NPDB but” added to the sentence
Agent Registration Renewal	<ul style="list-style-type: none"> • Under the field “Email Address to Which Correspondence Should be Sent” the following two sentences in parentheses have been added for clarification: (To ensure your entity is able to receive Data Bank e-mail, add npdb-hipdb@sra.com to your Safe Sender list. For assistance, call the Customer Service Center at 1-800-767-6732.)
Initial AAR	<ul style="list-style-type: none"> • In the section “Adverse Action Information” the first “Note” was added which states: “Note: If no amount, leave this field blank” • In the same section, the second “Note” has the following phrase added (bolded in this sentence): “Do not reference... of anyone other than the subject of this report.”
Correction AAR	<ul style="list-style-type: none"> • In the section “Adverse Action Information” the first “Note” was added which states: “Note: If no amount, leave this field blank” • In the same section, the second “Note” has the following phrase added (bolded in this sentence): “Do not reference... of anyone other than the subject of this report.”
Correction Legacy AAR	No substantive changes
Revision to Action AAR	<ul style="list-style-type: none"> • Under the section “Occupation and State Licensure” the following sentence was added: At least one licensure entry is required. • In the section “Adverse Action Information” the first “Note” was added which states: “Note: If no amount, leave this field blank” • In the same section, the second “Note” has the following phrase added (bolded in this sentence): “Do not reference... of anyone other than the subject of this report.” • The certification section at the end of the screen has been omitted

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Explicit Query	<ul style="list-style-type: none"> Under the section "Occupation and State Licensure" the following sentence was added: At least one licensure entry is required.
Subject Database (individual)	<ul style="list-style-type: none"> Under the section "Occupation and State Licensure" the following sentence was added: At least one licensure entry is required.
Subject Database (organization)	No changes
Self-query (individual)	<ul style="list-style-type: none"> In the "Fee and Payment Information" section, the fee is \$8.00 (previously listed as \$10). In the section "Home or Work Address" the following is added before the Street Address field: Note: If specifying a work address, be sure to include the employer name in the first line of the address. In the section "Payment Information" the fee is \$16 (previously \$20)
Self-query (organization)	<ul style="list-style-type: none"> Under payment information the fee is \$8.00 (previously \$10)
Subject Statement	No changes
Secretarial Review	No changes
Authorized Agent Designation	<ul style="list-style-type: none"> In the section "Agent Information" immediately after the fields for agent city, state and zip code is the following question: Allow Agent to: <input type="checkbox"/> Query <input type="checkbox"/> Report
Authorized Agent Designation Update	<ul style="list-style-type: none"> In the section "Agent Information" immediately after the fields for agent city, state and zip code is the following question: Allow Agent to: <input type="checkbox"/> Query <input type="checkbox"/> Report
EFT Authorization	No changes
Account Discrepancy	No changes
Initial Accreditation (organization)	<ul style="list-style-type: none"> In the section "Adverse Action Information" the first "Note" was added which states: "Note: If no amount, leave this field blank" In the same section, the second "Note" has the following phrase added (bolded in this sentence): "Do not reference... of anyone other than the subject of this report."
Accreditation Correction	<ul style="list-style-type: none"> In the "Adverse Action Information" section, the following field was added: "Total Amount of Monetary Penalty, Assessment and/or Restitution or fine (Format NNNNN.NN): Note: If no amount, leave this field blank \$ <input type="text"/>
Accreditation	<ul style="list-style-type: none"> In the "Adverse Action Information" section, the following field was added: "Total Amount of Monetary Penalty,

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Revision to Action	Assessment and/or Restitution or fine (Format NNNNN.NN): Note: If no amount, leave this field blank \$