



Bureau of Health Workforce

Name
Title
Entity Name
Address
City, State, Zip

RE: Potential National Practitioner Data Bank Reporting Discrepancy

To Whom It May Concern:

The Department of Health and Human Services, Health Resources and Services Administration, Bureau of Health Workforce, Division of Practitioner Data Bank (DPDB), manages the National Practitioner Data Bank (NPDB). DPDB is actively engaged in compliance activities that are improving the completeness and accuracy of data reported to the Data Bank.

We have obtained data from [source] and compared it to [name of entity]'s reports to the NPDB for [time period of review]. We believe there could be a potential discrepancy based on our analysis of [source] and NPDB data. Specifically, [describe the potential discrepancy, such as year(s) of review, number of claims submitted to outside source compared to number of reports submitted to the NPDB].

Within 30 days from the date of this letter, please provide an explanation for what appears to be a discrepancy in [entity's] compliance with NPDB reporting requirements. If you assert that [entity] has reported all required reports to the NPDB, please indicate so in your response.

Please contact [DPDB staff name, email, phone] should you have any questions. Thank you for your attention to this request as your follow-through helps improve the completeness and accuracy of NPDB data.

Sincerely,

Name
Title
Division of Practitioner Data Bank