**DATE:** September 20, 2016

**TO:** Patrick Wells, OMB Desk Officer

Stephanie Mok, OMB Desk Officer

**FROM:** Lisa Wright-Solomon, HRSA Information Collection Clearance Officer

## **SUBJECT:** Non-substantive change request for the Health Resources and Services Administration’s National Practitioner Data Bank (NPDB) Information Collection (OMB #0915-0126, expires 03/31/2018)

This is a request for non-substantive changes to the Health Resources and Services Administration’s National Practitioner Data Bank (NPDB) Information Collection (OMB #0915-0126, expires 03/31/2018).

The Division of Practitioner Data Bank proposes to implement system enhancements to improve the registration process. The change consists of rewording questions so they are easier to understand, changing the order of questions, reformatting the form, and omitting data elements that are not necessary. The changes do not alter the content of the instruments in any way. We believe the proposed changes will not impact the respondent burden time. A summary of the hospital registration form changes and screenshots are provided in Table 1 and global changes to NPDB forms are provided in Table 2.

**Table 1: Hospital Registration Form - Changes and Screenshots**

|  |  |  |
| --- | --- | --- |
| **Information Collection Title** | **Side-by-Side Comparison of**  **Initial ICR Content vs. Revisions** | **Screenshots of the Instrument** |
| Hospital Registration (Initial) |  |  |
| Hospital Registration (Renewal) |  |  |

**Table 2: Global Changes to NPDB Forms**

|  |  |
| --- | --- |
| Add an optional Mobile Phone Number field on the NPDB forms. This universal change will make it easier and faster for users to recover their password when they forget it. Attached is the screenshot of this data field. |  |
| Add an optional field next to Department section on the NPDB forms. This will allow users to add “care of” or “attention to” in addition to the Department field. | cid:image002.png@01D2051E.D678BB80 |