

Querying the National Practitioner Data Bank – SAMPLE

Subject: Querying the National Practitioner Data Bank
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Approved by: _____
Distribution:

(Signature)	Date
<u>Medical Staff, Credentialing Manual, Medical Staff Office</u>	

I. STATEMENT OF PURPOSE

1. To provide the medical staff with the provider-specific information necessary to make informed decisions regarding recommendations for medical staff appointment and reappointment and the granting of clinical privileges.
2. To ensure compliance with the requirements of the Health Care Quality Improvement Act of 1986 regarding a healthcare entity's retrieval of information from the National Practitioner Data Bank (NPDB).

II. STATEMENT OF POLICY

The NPDB shall be queried when a physician, dentist, or other healthcare professional applies for membership on the medical staff or for clinical privileges. The NPDB will also be queried at the time of reappointment or every two years thereafter and any time a request is made for a new clinical privilege or a change to an existing clinical privilege.

III. PROCEDURE

- A. In order to access information, entities must first register with the NPDB. Access is limited to those entities that meet the eligibility requirements. Entities that meet querying requirements may prepare and submit queries via the Integrated Querying and Reporting Service (IQRS).
 1. The National Practitioner Data Bank shall be queried:
 - 1.1 Upon receipt of all application materials from applicants for medical staff membership/privileges, including contract practitioners;
 - 1.2 Upon receipt of application for temporary and/or locum tenens privileges;
 - 1.3 At least every two years for all current staff members in conjunction with reappointment/reappraisal;
 - 1.4 When there is a request for a new clinical privilege or a change to an existing clinical privilege;
 - 1.5 At other times deemed necessary by the medical staff.
 2. Responsibility for querying the NPDB is delegated to the medical staff services office professional who shall be responsible for completing and forwarding appropriate forms and for receiving and securing NPDB reports. As directed by

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policy, the medical staff services office professional shall:

- 2.1. Complete a Request for Information Disclosure form.
- 2.2. As responses are received, prepare information for authorized review.
- 2.3. Secure the original NPDB report in the appropriate credentials file.
3. The NPDB may be queried at <http://www.npdb.hrsa.gov/hcorg/pds.jsp>. Queries may be submitted in single name or multiple name (batch) format. Responses to each query are available electronically within four to six hours.
4. Information obtained from the NPDB should be considered together with other relevant data in evaluating a practitioner's credentials; it is intended to augment, not replace, traditional forms of credentials review.
5. Only persons with legitimate interest in the information obtained shall have access to the confidential report. The [*insert title of appropriate position*] shall be responsible for controlling access to NPDB information. The following persons shall have access to the report:
 - 5.1. A practitioner viewing his/her own report;
 - 5.2. The chairman of the credentials committee;
 - 5.3. Other persons as authorized by the chief executive officer.

Reference:

U.S. Department of Health and Human Services, Health Resources and Services Administration.
NPDB Guidebook. Rockville, Maryland: U.S. Department of Health and Human Services, 2018.

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