



National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



FACT SHEET ON QUERY FEES

Background of the National Practitioner Data Bank and the Healthcare and Integrity Protection Data Bank

The National Practitioner Data Bank (NPDB) was established by Title IV of P.L. 99-660, *Health Care Quality Improvement Act of 1986*, as amended (Title IV). Final regulations governing the NPDB are codified at 45 CFR Part 60.

Title IV is intended to improve the quality of health care by encouraging State licensing boards, hospitals, professional societies, and other health care entities to identify and discipline those who engage in unprofessional behavior; and to restrict the ability of incompetent physicians, dentists, and other health care practitioners to move from State to State without disclosure or discovery of previous medical malpractice payment and adverse action history. Adverse actions can involve licensure, clinical privileges, professional society membership, and exclusions from Medicare and Medicaid.

The Secretary of HHS, acting through the Office of Inspector General (OIG) and the U.S. Attorney General, was directed by the *Health Insurance Portability and Accountability Act of 1996*, Section 221(a), Public Law 104-191, to create the Healthcare Integrity and Protection Data Bank (HIPDB) to combat fraud and abuse in health insurance and health care delivery. The HIPDB's authorizing statute is more commonly referred to as Section 1128E of the *Social Security Act*. Final regulations governing the HIPDB are codified at 45 CFR Part 61.

The HIPDB is a national data collection program for the reporting and disclosure of certain final adverse actions taken against health care practitioners, providers, and suppliers. The HIPDB collects information regarding licensure and certification actions, exclusions from participation in Federal and State health care programs, health care-related criminal convictions and civil judgments, and other adjudicated actions or decisions, as specified in the regulation.

The NPDB and the HIPDB are primarily alert or flagging systems intended to facilitate a comprehensive review of the professional credentials of health care practitioners, providers, and suppliers. Eligible entities should use the information contained in the NPDB and the HIPDB in conjunction with information from other sources when granting clinical privileges or employment, affiliation, or licensure decisions. For more information on the NPDB and the HIPDB, see the *Fact Sheet on the National Practitioner Data Bank* and the *Fact Sheet on the Healthcare Integrity and Protection Data Bank*.

Fee and Payment Information

The responsibility for the NPDB and HIPDB resides with the Bureau of Health Professions (BHP), Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services (HHS). When you query the NPDB-HIPDB your billing statement will show the actual billing system that accessed your account (e.g., NPDB, HIPDB) and not HRSA. For purchase orders and merchant identification, please use the following:

NPDB Merchant:
Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services (HHS), NPDB
FEIN: 52-082-1668
D-U-N-S Number: 044007990

HIPDB Merchant:
Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services (HHS), HIPDB
FEIN: 52-082-1668
D-U-N-S Number: 044007990

Merchant Address:
HRSA, Department of Health and Human Services
Parklawn Building, Rm 8-103
5600 Fishers Lane
Rockville, MD 20857

If an entity registers for both the NPDB and the HIPDB and selects the option to query both Data Banks (in the Query Options section of the on-line *Entity Registration* form), each query will be processed against both Data Banks and assessed the current fee for each Data Bank. A registered entity with querying authority for both Data Banks can elect to search only a single Data Bank by submitting an on-line *Entity Update* form and completing the Query Options section. To access the *Entity Update* form, the Entity Data Bank Administrator must access the Integrated Querying and Reporting Service (IQRS) and select **Administrator Options** from the *Options* screen and then select **Update Registration Profile** from the *Administrator Options* screen.

When multiple-name queries are submitted, the number of names in the query is multiplied by the per-name fee. Fees are subject to change; changes are announced by the Secretary of the HHS in the *Federal Register*. Query fees are based on the date of receipt at the NPDB-HIPDB.

The act of submitting a query to the NPDB-HIPDB is considered an agreement to pay the associated fee. A query fee is assessed in the following circumstances:

- A query is processed by the NPDB, the HIPDB, or both Data Banks, whether or not there is information on file regarding a subject.
- A query is rejected by the NPDB, the HIPDB, or both Data Banks because it is improperly completed or lacks required information.

An Entity Data Bank Administrator may save credit card information for entity users to use for query payments, or the user may choose to enter the credit card number, expiration date, cardholder's name, and cardholder's billing address on the appropriate screen when creating each query. If credit card information is denied, entities should contact the credit card company for the reason of denial.

If the entity wishes to establish an EFT, the Entity Data Bank Administrator selects **Administrator Options** on the *Options* screen, then selects the option to **Authorize Electronic Funds Transfer (EFT)**. The Entity Data Bank Administrator then provides his or her entity's information and completes the certification on the *EFT Authorization* screen. The Entity Data Bank Administrator prints two copies of the formatted *EFT Authorization* form, signs and dates one copy, attaches a voided check (that reflects the account and routing number provided on the *EFT Authorization*) form, then mails it to the address specified on the formatted copy. The Entity Data Bank Administrator should retain the second copy for the entity's records.

The NPDB-HIPDB must receive and process the formatted *EFT Authorization* form before EFT payments can begin. Once the formatted copy is submitted, the NPDB-HIPDB will set up electronic communications with the entity's bank. This process takes up to 2 weeks; the entity will receive notification via the *Data Bank Correspondence* screen when the EFT authorization is activated. Query charges will be deducted automatically from the entity's designated EFT account. To avoid disruption in service to your EFT account, immediately notify the Data Banks of all changes to your EFT account. Individuals performing a self-query may not use an EFT account for payment.

To view electronic query billing history, select **View Billing History** on the *Querying and Reporting Service* screen. If the Bill Status field reads "In Billing" or "Billing Dept," call the NPDB-HIPDB Customer Service Center for assistance. **Note:** A user logged in as the Entity Data Bank Administrator will not have access to the *View Billing History* screen.

The Proactive Disclosure Service Prototype (PDS)

The NPDB-HIPDB launched the PDS in May 2007. The PDS is an alternative to the current Data Bank querying service providing on-going monitoring of health care

practitioners by notifying registered entities within one business day of the Data Banks' receipt of a report on any of their enrolled practitioners. Enrollment confirmation of practitioners may be used to demonstrate compliance with accrediting standards. For more information on the PDS, see the *Fact Sheet on an Overview of the Proactive Disclosure Service Prototype (PDS)*.

Self-Querying

A practitioner, provider, or supplier may submit a self-query to the NPDB-HIPDB at any time. All self-queries must be initiated via the Data Bank Web site, at www.npdb-hipdb.hrsa.gov. For detailed instructions about self-querying, see the *Fact Sheet on Self-Querying*.

Fee Structure

For registered entities and agents acting on their behalf, the fee for querying the NPDB-HIPDB is \$4.75 per subject, per Data Bank. The annual PDS subscription fee per practitioner for each Data Bank is \$3.25.

Individual self-query requests are automatically sent to both the NPDB and the HIPDB for a total charge of \$16.00. The fee consists of an NPDB charge of \$8.00 per self-query and a HIPDB charge of \$8.00 per self-query. Organization self-queries are only sent to the HIPDB for a total charge of \$8.00. **Note:** One mailed copy is included in the self-query processing fee. Each additional paper copy of your self-query response will be assessed a fee by each Data Bank under which the self-query is processed.

NPDB-HIPDB Assistance

If you believe that you were charged incorrectly, or if you need more information about a transaction for which you were charged, please contact us in writing as soon as possible. We must hear from you no later than 60 days after you submitted the query on which the error or problem appeared. You may submit your request by fax to 703-802-4109, by letter, or by printing and completing the *Account Discrepancy* form, available on-line at www.npdb-hipdb.hrsa.gov. Your fax or letter must provide the following information:

- Your name and credit card or EFT account number.
- The dollar amount of the suspected error.
- A description of the error and explanation of why you believe there is an error.
- The Data Bank Control Number (DCN) (or Self-Query Tracking #) of the self-query or entity query transaction in question.

- Your entity's and/or agent's Data Bank Identification (DBID) number (not applicable if a self-query).
- Your telephone number.
- Your signature.
- A copy of your charge receipt.

For additional information, visit the NPDB-HIPDB Web site at www.npdb-hipdb.hrsa.gov. If you need assistance, contact the NPDB-HIPDB Customer Service Center by e-mail at help@npdb-hipdb.hrsa.gov or by phone at 1-800-767-6732 (TDD 703-802-9395). Information Specialists are available to speak with you weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The NPDB-HIPDB Customer Service Center is closed on all Federal holidays.