



# National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



## FACT SHEET ON RENEWING A SUBJECT ENROLLMENT IN THE PROACTIVE DISCLOSURE SERVICE PROTOTYPE (PDS)

### The PDS

The PDS was developed in response to a growing interest in on-going monitoring of health care practitioners. Entities that subscribe to PDS receive notification within one business day of the Data Banks' receipt of a report on their enrolled practitioners without having to perform a traditional query on the subjects.

This service is offered as an alternative to the current traditional Data Bank querying service. Entities may continue to query on practitioners, enroll all practitioners in PDS, or enroll some practitioners in PDS while continuing to use the traditional query method on others. The PDS meets legal and accreditation requirements for querying the National Practitioner Data Bank (NPDB). As long as the practitioner remains enrolled in PDS you have met the requirement to query. Enrollment confirmation may be used to demonstrate compliance with accreditation standards including on-going monitoring. The format and the information contained in the Data Bank report, as well as the information required to be reported to each Data Bank, will remain the same.

### Important Information About Enrollment Renewal

Before renewing subject enrollments, your Entity Data Bank Administrator must certify that the subjects to be renewed are currently part of your organization, that you are authorized to submit this renewal, and that all information is true and correct to the best of your knowledge.

You must cancel any PDS enrollment immediately upon receiving notice that the subject has left your organization. Failure to cancel enrollment of a subject that is no longer part of your organization could result in a violation of the confidentiality provisions of the *Health Care Quality Improvement Act of 1986*, as amended, and may result in a civil money penalty.

### Notification of a Subject Enrollment Renewal

A monthly e-mail summary details your entity's PDS activity and alerts you to the number of enrollments requiring renewal. The monthly e-mail summary includes information on upcoming enrollment renewals and contains information

related to new subject enrollments, cancellations, unviewed output, and report disclosures.

You must log in to the Integrated Querying and Reporting Service (IQRS), the Interface Control Document (ICD) Transfer Program (ITP), or the Querying and Reporting XML Service (QRXS) to renew subject enrollments. To access the ICD that specifies the PDS file format for use with ITP, go to [www.npdb-hipdb.hrsa.gov/itp.html](http://www.npdb-hipdb.hrsa.gov/itp.html). To access the QRXS ICD, go to [www.npdb-hipdb.hrsa.gov/qrxs.html](http://www.npdb-hipdb.hrsa.gov/qrxs.html). **Note:** The IQRS enables automatic renewal of PDS subjects. See the Automatic Renewal section of this fact sheet for more information.

### Renewing a Subject Enrollment

To renew a subject enrollment in PDS:

1. Log in to the IQRS, located at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov).
2. The *Registration Confirmation* screen displays correspondence if your entity has upcoming subject renewals. Click the Proactive Disclosure Service link.
3. On the *Proactive Disclosure Service* screen (Figure 1), click **Renew Subjects**.



Figure 1. Proactive Disclosure Service Screen

4. On the *PDS Subject Renewal Schedule* screen, click the number of subjects expiring in the current month or click **Renew** to renew enrollments. Click **Return to PDS Options** if you wish to renew the enrollment later. **Note:** Enrollments may be renewed up to two months prior to the expiration date.
5. Clicking **Renew** on the *PDS Subject Renewal Schedule* screen displays the *Renew Enrolled PDS Subjects* screen, where you may select subjects to renew. You may sort the on-screen results by clicking on the column heading links. To view specific groups of subjects, select filter criteria and click **Filter Subjects**. After selecting subjects for renewal, click **Select Subjects**, and then click **Renew**.
6. On the *Select A Payment Method* screen, specify how you wish to pay for subject enrollment renewals (**Electronic Funds Transfer, New Credit Card, or Credit Card on File**) and click **Continue**. **Note:** Subject renewals that are later canceled will not be refunded. Complete the *Submitter Certification* screen, indicate if you would like to receive an updated enrollment confirmation for the successfully renewed subjects, and click **Submit to Data Bank(s)**.
7. The *Renewal Confirmation* screen displays a summary of the subject renewal enrollment information. Take note of the renewal DCN. **Note:** Enrollment renewals will be processed within 2 to 4 hours. Under certain circumstances, additional processing time may be required.

### Expired Subject Enrollment

All entities are notified when a subject enrollment period expires. At this point, entities (that do not use automatic renewal) have the notification month to renew the expired subject enrollment without cancellation. During this time, the enrollment will be suspended and no report disclosures will be received by the entity. However, when the subject enrollment is renewed, the entity will receive all reports on the subject, including any disclosures that were generated during the suspension period. Entities that use automatic renewal have the advantage of their enrollments never expiring.

### Automatic Renewal

Automatic renewal of PDS subjects is an available option and allows you to renew expiring practitioner enrollments on the last day of the 12-month subscription period. Before a subject renewal date passes, the Entity Data Bank Administrator can enable the Automatic Renewal feature by clicking the **Proactive Disclosure Service Renewal Options** button located on the *Administrator Options* screen; select **Automatic Renewal**, and follow the on-screen instructions. The renewal status on the Enrolled PDS Subjects screen will display your renewal method as "Automatic."

### Additional Information on the PDS

For more information on PDS, see the PDS Web site page, available at [www.npdb-hipdb.hrsa.gov/pds.html](http://www.npdb-hipdb.hrsa.gov/pds.html). Also see PDS Frequently Asked Questions, located at [www.npdb-hipdb.hrsa.gov/faq-PDS.html](http://www.npdb-hipdb.hrsa.gov/faq-PDS.html).

### NPDB-HIPDB Assistance

For additional Data Bank information, visit the NPDB-HIPDB Web site at [www.npdb-hipdb.hrsa.gov](http://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](mailto: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.