



# ***National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank (NPDB-HIPDB)***

## **Integrated Querying and Reporting Service (IQRS) User Review Panel (URP)**

### **Registration Renewals**

**Nancy Ciranni**

November 9, 2005



# *Registration Renewals*

- Data Banks are currently in the process of renewing the registration for all active entities.
- Essential that the NPDB-HIPDB periodically request that all entities:
  - Review the statutory authorities for the NPDB and the HIPDB.
  - Certify their authority to participate.
  - Ensure their registration information is up-to-date.



# *Registration Renewals*

- Phased in process lasting approximately 8 months.
  - Approximately 3000 entities will be required to renew their registration monthly.
  - Process started in October 2005 and will continue through May 2006.
- Entities are given a 30 day window in which to renew their registration.
  - Each entity will receive a letter in the mail 30-45 days before their registration is due. The letter explains the process and specifies the date by which the renewal must be completed.



# *Registration Renewals*



- Entities who do not renew their registration by the date specified will not be able to query or report to the Data Banks until the registration is renewed.



# *Registration Renewals*



- Renewals conducted through IQRS.
  - Administrator must complete the renewal form.
  - Renewals require an entity signature; therefore, entity fills out form through IQRS, prints and mails to Data Banks.
    - Renewal will be processed within 1 business day after receipt.
    - Send signed renewal form as soon as possible to ensure uninterrupted use of the Data Banks' services.



# Registration Renewals



Microsoft Internet Explorer window showing the login page for the National Practitioner Data Bank and Healthcare Integrity and Protection Data Bank. The page includes a login form with fields for Data Bank Identification Number (42970000012345), User ID (administrator), and User Password (masked with dots). A red arrow points to the Login button. The page also features a 'Getting Help' sidebar with a 'Help ?' button and a 'Home' button. Logos for HRSA, NPDB, and HIPDB are visible in the sidebar.

**LOGIN** National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank

**Welcome to the Integrated Querying and Reporting Service (IQRS)**

Only specific entities authorized by law may request the disclosure of information from (i.e., query) or submit reports to the National Practitioner Data Bank (NPDB) or the Healthcare Integrity and Protection Data Bank (HIPDB).

Authorized entities must be registered with the appropriate Data Bank(s) and have received a confidential Data Bank Identification Number (DBID) and password prior to using this querying and reporting service.

Any unauthorized individual or organization that attempts to query or file reports with the Data Bank(s) is subject to fine and imprisonment under Federal statute.

If you are not authorized by law and registered to query or report to either the NPDB or the HIPDB, **DO NOT ATTEMPT TO ACCESS THIS SERVICE.**

Data Bank Identification Number

User ID

User Password

Getting Help  
  
Click the Help icon to obtain information related to a screen.

Go to the NPDB-HIPDB home page.

HRSA  
National Practitioner Data Bank  
HIPDB  
Healthcare Integrity & Protection Data Bank

To ensure that all features of this site work properly, use one of the following supported browser versions:  
Netscape 7.02, 7.1, 7.2, or Internet Explorer 6.0, 6.0 SP1, or 6.0 SP2.

Local intranet





# Registration Renewals

Entity Registration Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**ENTITY REGISTRATION CONFIRMATION** National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank

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**Please confirm that the following information is correct:**

CHILDRENS HOSPITAL  
250 MAIN ST.  
FAIRFAX, VA 22033  
Telephone: (234) 234-4223

**SECURITY NOTICE:** Please read [this important information](#) regarding your role in protecting critical Data Bank information.

**The above entity's current privileges are:**

Query and Report to the National Practitioner Data Bank.

**Last successful login date: MAR 01, 2005 10:37AM**

**Renewal Notice**

The DBID for the organization listed above must be renewed before 04/01/2005 due to the publication of final regulations implementing Section 1921 of the Social Security Act. The certifying official for your organization must review the new [Section 1921 statutory authorities](#) as part of the renewal process. Once the statutory authorities have been reviewed, complete the on-line registration renewal form by selecting Renew Registration below. The completed form must be signed and mailed to the NPDB-HIPDB for processing. If your organization has already mailed your registration renewal to the Data Banks, it will be processed within one business day of its receipt by the NPDB-HIPDB. You will receive Data Bank Correspondence once the Data Banks have successfully processed your registration renewal form. If necessary, you may complete a new form by selecting Renew Registration below. If you need further assistance, please contact the NPDB-HIPDB Customer Service Center at 1-800-767-6732. Authorized users of this DBID will be permitted to access the Data Banks' services until 04/01/2005.

[Renew Registration](#) [Administrator Options](#) [Continue](#)

Local intranet





# Registration Renewals

Renew Entity Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**RENEW ENTITY REGISTRATION** National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank

Complete this form to renew your registration, and click **Submit to Data Bank(s)**. After completing this form, you must print the Entity Registration Renewal, provide an original signature, and mail the form to the Data Banks. Once the signed form has been processed, the Data Banks will send you correspondence confirming your registration renewal via the Data Bank Correspondence screen, accessible through the Administrator Options menu. [Help ?](#)

OMB # 0915-0239 expiration date 08/31/07  
OMB # 0915-0126 expiration date 05/31/07  
Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for this project are 0915-0239 (HIPDB) and 0915-0126 (NPDB). Public reporting burden for this collection of information is estimated to average 1 hour to complete this form, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14-22, Rockville, Maryland, 20857.

**ENTITY IDENTIFICATION INFORMATION** [Help ?](#)

Name of Entity:	<input type="text" value="CHILDRENS HOSPITAL"/>
Department or Office to Which Mail Should be Addressed:	<input type="text"/>
Street Address:	<input type="text" value="250 MAIN ST."/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="FAIRFAX"/>
State:	<input type="text" value="VA Virginia"/>
ZIP Code:	<input type="text" value="22033"/>
Country (if U.S., leave blank):	<input type="text"/>
E-mail Address to Which Correspondence Should be Sent:	<input type="text" value="a@b.com"/>
Department Fax Number:	<input type="text" value="1234234234"/>

Done Local intranet





# Registration Renewals

Renew Entity Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Taxpayer Identification Number (TIN):

National Crime Information Center  
Originating Agency Identifier (ORI)

(For law enforcement only):  
Ownership of the Entity:

If Federal, Specify Department:

**ELIGIBILITY/STATUTORY AUTHORITY** [Help ?](#)

For each of the three statutes below, entities must select the most appropriate function/service category based on their primary function or service. [Review each of these statutes and regulations](#) prior to submitting your entity registration.

1. Title IV of Public Law 99-660, the *Health Care Quality Improvement Act of 1986*, as amended;
2. Public Law 100-93, Section 5[b] of the *Medicare and Medicaid Patient and Program Protection Act of 1987*, [Section 1921 of the *Social Security Act*]; and
3. Section 221[a], Public Law 104-191, the *Health Insurance Portability and Accountability Act of 1996*, more commonly referred to as Section 1128E of the *Social Security Act*.

Each entity is responsible for determining its legal obligation or eligibility under the applicable laws and regulations, and must register accordingly. For a complete description of the requirements and penalties of each authority, follow the links at the top of each authority selection list. You may wish to seek advice from legal counsel before specifying your statutory authority(ies). **If no function/service applies to you in the block, select "None of These."**

If you are registering under Section 1921 of the Social Security Act, please be aware that this legislation has not been implemented. Therefore, queries or reports are not accepted under this authority at this time. You will be notified when final regulations to implement Section 1921 have been established. Until that time, your certification elections for this statute will be stored, but remain inactive.

**Title IV Statutory Authority Selections**

National Practitioner Data Bank - Title IV Statutory Function/Service Categories		
<a href="#">More information about Title IV querying eligibility and reporting requirements</a>		Statutory Requirements
Function/Service (select one)	Querying	Reporting
<input type="radio"/> Board of Medical/Dental Examiners	<input type="radio"/> Optional	<input type="radio"/> Mandatory

Done Local intranet





# Registration Renewals

Renew Entity Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### Title IV Statutory Authority Selections

<i>National Practitioner Data Bank - Title IV Statutory Function/Service Categories</i> <a href="#">More information about Title IV querying eligibility and reporting requirements</a>	<i>Statutory Requirements</i>	
Function/Service (select one)	Querying	Reporting
<input type="radio"/> Board of Medical/Dental Examiners	Optional	Mandatory
<input type="radio"/> Other State Practitioner Licensing Board	Optional	No Requirement
<input checked="" type="radio"/> Hospital	Mandatory	Mandatory
<input type="radio"/> Professional Society	Optional	Mandatory
<input type="radio"/> Other Health Care Entity	Optional	Mandatory
<input type="radio"/> Medical Malpractice Payer	Prohibited	Mandatory
<input type="radio"/> None of These	Prohibited	Prohibited

### Section 1921 Statutory Authority Selections

<i>National Practitioner Data Bank - Section 1921 Statutory Function/Service Categories</i> <a href="#">More information about Section 1921 querying eligibility and reporting requirements</a>	<i>Statutory Requirements</i>	
Function/Service (select one)	Querying	Reporting
<input type="radio"/> State Health Care Practitioner Licensing Board	Optional	Mandatory
<input type="radio"/> State Health Care Entity Licensing Board	Optional	Mandatory
<input type="radio"/> Quality Improvement Organization under Contract with the Centers for Medicare & Medicaid Services (CMS)	Optional	Mandatory
<input type="radio"/> Private Accreditation Organization	Prohibited	Mandatory
<input checked="" type="radio"/> Hospital	Optional	No Requirement
<input type="radio"/> Other Health Care Entity, including Professional Society	Optional	No Requirement
<input type="radio"/> Agency Administering a Federal Health Care Program including Private Entities Under Contract	Optional	No Requirement

Done Local intranet





# Registration Renewals

Renew Entity Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

<input checked="" type="radio"/> Hospital	Optional	No Requirement
<input type="radio"/> Other Health Care Entity, including Professional Society	Optional	No Requirement
<input type="radio"/> Agency Administering a Federal Health Care Program, including Private Entities Under Contract	Optional	No Requirement
<input type="radio"/> State Agency Administering or Supervising the Administration of a State Health Care Program	Optional	No Requirement
<input type="radio"/> State Medicaid Fraud Control Unit	Optional	No Requirement
<input type="radio"/> Attorney General/Other Law Enforcement Agency	Optional	No Requirement
<input type="radio"/> None of These	Prohibited	Prohibited

**Section 1128E Statutory Authority Selections**

Healthcare Integrity and Protection Data Bank - Section 1128e Statutory Function/Service Categories <a href="#">More information about Section 1128e querying eligibility and reporting requirements</a>	Statutory Requirements	
Function/Service (select one)	Querying	Reporting
<input type="radio"/> Federal Government Agency	Optional	Mandatory
<input type="radio"/> State Government Agency	Optional	Mandatory
<input type="radio"/> Health Plan	Optional	Mandatory
<input checked="" type="radio"/> None of These	Prohibited	Prohibited

**PRIMARY FUNCTION OF ENTITY** [Help ?](#)

Select the category that best describes the primary function that your organization performs. Make only one selection from this list. If the code says "specify," describe the function. Entities that provide health care services and are self-insured for malpractice liability should register as health care service providers, not as malpractice payers.

Primary Function of Entity:

If Other, Specify:

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# Registration Renewals



**Renew Entity Registration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

### QUERY OPTIONS FOR ENTITIES AUTHORIZED BY LAW TO QUERY BOTH THE NPDB AND THE HIPDB [Help ?](#)

Select the Data Bank(s) you elect to query. Fees are assessed for each Data Bank you choose to query (except for Federal agencies, which, by law, are exempt from HIPDB query fees). Complete this section only if you are eligible to query both the NPDB and the HIPDB, based on the selections made in the ELIGIBILITY/STATUTORY AUTHORITY section. Hospitals MUST query the NPDB under Title IV.

- Query the NPDB and the HIPDB for each query submitted.
- Query only the NPDB for each query submitted.
- Query only the HIPDB for each query submitted.
- Do not query either the NPDB or the HIPDB.

I have elected not to query the NPDB but I wish to query the NPDB after the publication of final regulations implementing Section 1921 of the Social Security Act.

### POINT OF CONTACT FOR REPORTS [Help ?](#)

A report point of contact is applicable only if the entity is eligible under law to submit reports. You may designate an individual or office to be the point of contact to be included on all reports submitted by your organization to the NPDB and/or the HIPDB. If your entity does not designate a point of contact, the submitter of each individual report will be listed as the point of contact for that report.

Name or Office:   
Title or Department:   
Telephone:  Ext.

### ENTITY ADMINISTRATOR [Help ?](#)

The entity administrator is the person who is responsible for overseeing the use of the IQRS at your entity, establishing individual user accounts, and updating entity profile information. Enter the entity administrator's Name, Title, and Telephone information below.

Name:   
Title:   
Telephone:  Ext.

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# Registration Renewals



**Renew Entity Registration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

The entity administrator is the person who is responsible for overseeing the use of the IQRS at your entity, establishing individual user accounts, and updating entity profile information. Enter the entity administrator's Name, Title, and Telephone information below.

Name:

Title:

Telephone:  Ext.

**CERTIFICATION** [Help ?](#)

I certify that the entity identified above qualifies under law as specified in the ELIGIBILITY/STATUTORY AUTHORITY section and is eligible to perform the querying and/or reporting functions. I understand that the entity may be subject to sanctions under Federal statute for failure to report final adverse actions as required in the statutes and regulations or for the use of information obtained from the NPDB or the HIPDB other than the purposes for which it was provided. I further certify that I am authorized to submit this registration information to the NPDB-HIPDB and that the information provided is true, correct, and complete. If I become aware that any information in this form is not true, correct, or complete, I agree to notify the NPDB-HIPDB of this fact immediately. I understand that any omission, misrepresentation, or falsification of any information contained in this form or contained in any communication supplying information to the NPDB-HIPDB to complete or clarify this form may be punishable by criminal, civil, or other administrative actions including fines, penalties, and/or imprisonment under Federal law.

Name of Certifying Official:

Title of Certifying Official:

Telephone:  Ext.

Certification Date (MMDDYYYY):

←

Done Local intranet





# Registration Renewals

**Renew Registration Status - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**RENEW REGISTRATION STATUS** National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank

In order for the NPDB-HIPDB to successfully process your registration renewal, you must complete the following steps:

1. Click **Continue** to obtain a formatted copy of your registration renewal.
2. Print two copies of your registration renewal.
3. Sign and date one copy of your registration renewal.
4. Keep a copy for your records, and mail the signed registration renewal form to the specified address.
5. Check for confirmation of your registration renewal on-line by viewing the Data Bank Correspondence screen, accessible from the Administrator Options menu.

NOTE: You may continue to use the Data Banks' services for 15 calendar days while your registration renewal is being processed. Send in the signed registration renewal as soon as possible to ensure uninterrupted use of the Data Banks' services.

**Continue** ←

Local intranet





# Registration Renewals



Registration for DCN: 7940000000013482 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

  
DCN: **7940000000013482**

National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank  
P. O. Box 10832  
Chantilly, VA 20153-0832

<http://www.npdb-hipdb.com>

## ENTITY REGISTRATION RENEWAL

**Data Bank Control Number: 7940000000013482**

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Sign the bottom of this form in ink. Keep a copy for your records and mail the original form to the address above. Once the NPDB-HIPDB receives your signed registration, your information will be processed. Please check for the confirmation of your registration via the Data Bank Correspondence screen, accessible from the Administrator Options menu, within four business days of the receipt of this document by the NPDB-HIPDB. You can use your current DBID while the new information is being processed.

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### ENTITY IDENTIFICATION INFORMATION

<b>Data Bank Identification Number (DBID):</b>	429700000081091
<b>Name of Entity:</b>	CHILDRENS HOSPITAL
<b>Department or Office:</b>	
<b>Street Address:</b>	250 MAIN ST.
<b>City, State, ZIP:</b>	FAIRFAX, VA 22033
<b>E-mail Address:</b>	a@b.com
<b>Department Fax Number:</b>	1234234234
<b>Taxpayer Identification Number (TIN):</b>	324234234
<b>ORI Number:</b>	VA1234567
<b>Ownership of the Entity:</b>	Private Sector Organization

Done Local intranet





# Registration Renewals

Registration for DCN: 794000000013482 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**ELIGIBILITY/STATUTORY AUTHORITY**

<b>NPDB - Title IV Function/Service:</b>	Hospital
<b>Querying:</b>	Mandatory
<b>Reporting:</b>	Mandatory
<b>NPDB - Section 1921 Function/Service:</b>	Hospital
<b>Querying:</b>	Optional
<b>Reporting:</b>	No Requirement
<b>HIPDB - Section 1128E Function/Service:</b>	None of These
<b>Querying:</b>	Prohibited
<b>Reporting:</b>	Prohibited

**PRIMARY FUNCTION OF ENTITY**

<b>Primary Function of Entity (Code):</b>	Hospital (44)
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**QUERY OPTIONS**

<b>Query Preferences:</b>	NPDB
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**POINT OF CONTACT FOR REPORTS**

<b>Name or Office:</b>	JOHN DOE
<b>Title or Department:</b>	HOSPITAL MANAGER
<b>Telephone:</b>	(703) 222-3333

**ENTITY ADMINISTRATOR**

<b>Name:</b>	JOE SMITH
<b>Title:</b>	HOSPITAL DIRECTOR
<b>Telephone:</b>	(703) 444-5555

Done Local intranet





# Registration Renewals

Registration for DCN: 794000000013482 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Telephone: (703) 222-3333

**ENTITY ADMINISTRATOR**

**Name:** JOE SMITH  
**Title:** HOSPITAL DIRECTOR  
**Telephone:** (703) 444-5555

**CERTIFICATION**

I certify that the entity identified above qualifies under law as specified in the ELIGIBILITY/STATUTORY AUTHORITY section and is eligible to perform the querying and/or reporting functions. I understand that the entity may be subject to sanctions under Federal statute for failure to report final adverse actions as required in the statutes and regulations or for the use of information obtained from the NPDB or the HIPDB other than the purposes for which it was provided. I further certify that I am authorized to submit this registration information to the NPDB-HIPDB and that the information provided is true, correct, and complete. If I become aware that any information in this form is not true, correct, or complete, I agree to notify the NPDB-HIPDB of this fact immediately. I understand that any omission, misrepresentation, or falsification of any information contained in this form or contained in any communication supplying information to the NPDB-HIPDB to complete or clarify this form may be punishable by criminal, civil, or other administrative actions including fines, penalties, and/or imprisonment under Federal law.

**Name of Certifying Official:** JIM JOHNSON  
**Title of Certifying Official:** ASSISTANT  
**Telephone:** (703) 123-4567  
**Certification Date:** 04/25/2005

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Signature Date (MM-DD-YYYY)

**END OF DOCUMENT**

 [Return to Registration Confirmation](#)

Done Local intranet





# Registration Renewals

**Entity Registration Confirmation - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**ENTITY REGISTRATION CONFIRMATION** National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank

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[Help ?](#)

**Please confirm that the following information is correct:**

CHILDRENS HOSPITAL  
250 MAIN ST.  
FAIRFAX, VA 22033  
Telephone: (234) 234-4223

**SECURITY NOTICE:** Please read [this important information](#) regarding your role in protecting critical Data Bank information.

**The above entity's current privileges are:**

Query and Report to the National Practitioner Data Bank.

**Last successful login date: APR 04, 2005 10:58AM**

**Renewal Notice**

The DBID for the organization listed above must be renewed due to the publication of final regulations implementing Section 1921 of the Social Security Act. The certifying official for your organization must review the new [Section 1921 statutory authorities](#) as part of the renewal process. Once the statutory authorities have been reviewed, complete the on-line registration renewal form by selecting Renew Registration below. The completed form must be signed and mailed to the NPDB-HIPDB for processing. If your organization has already mailed your registration renewal to the Data Banks, it will be processed within one business day of its receipt by the NPDB-HIPDB. You will receive Data Bank Correspondence once the Data Banks have successfully processed your registration renewal form. If necessary, you may complete a new form by selecting Renew Registration below. If you need further assistance, please contact the NPDB-HIPDB Customer Service Center at 1-800-767-6732.

[Renew Registration](#) [Administrator Options](#) [Continue](#)

Local intranet





# *Registration Renewals*



Entity Notified via Data Bank  
Correspondence that Renewal  
was Processed



# Registration Renewals

Microsoft Internet Explorer window titled "Login - Microsoft Internet Explorer".

**LOGIN** National Practitioner Data Bank  
Healthcare Integrity and Protection Data Bank

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Data Bank Identification Number

User ID

User Password

To ensure that all features of this site work properly, use one of the following supported browser versions:  
Netscape 7.02, 7.1, 7.2, or Internet Explorer 6.0, 6.0 SP1, or 6.0 SP2.

**Getting Help**  
  
Click the Help icon to obtain information related to a screen.

Go to the NPDB-HIPDB home page.

**HRSA**

Local intranet





# Registration Renewals

Entity Registration Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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250 MAIN ST.  
FAIRFAX, VA 22033  
Telephone: (234) 234-2342

**SECURITY NOTICE:** Please read [this important information](#) regarding your role in protecting critical Data Bank information.

**The above entity's current privileges are:**

Query and Report to the National Practitioner Data Bank.

**Last successful login date: APR 24, 2005 05:03PM**

**New Data Bank Correspondence**

Date	Sender	Message
04/25/2005	NPDB-HIPDB	Thank you for submitting your Registration Renewal. It has been successfully processed by the NPDB-HIPDB.

[Administrator Options](#) [Continue](#)

[End Session & Return to Login](#)

Done Local intranet





# *Registration Renewals*



Renewal Not Processed Within  
Required Timeframe



# Registration Renewals

Microsoft Internet Explorer window titled "Login - Microsoft Internet Explorer".

Page header: **LOGIN** National Practitioner Data Bank Healthcare Integrity and Protection Data Bank

### Welcome to the Integrated Querying and Reporting Service (IQRS)

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**HRSA**







# Registration Renewals

Entity Registration Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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[Renew Registration](#) [Administrator Options](#)

Done Local intranet





# *Registration Renewals*

- Entities will be required to renew their registration every two years.
- Periodic renewals.
  - Ensure up-to-date entity profile information.
  - Provide verification of entity eligibility to access the Data Banks.
- Additional Sources of Information
  - NPDB-HIPDB Web site  
(<http://www.npdb-hipdb.com/register.html>).
  - Customer Service Center: 1-800-767-6732.