

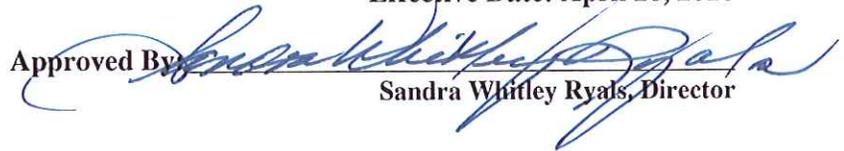
Department of Health Professions

DIRECTOR'S POLICY # 76-4.3

Reporting to NPDB, HIPDB and Section 1921 Data Banks

Effective Date: April 26, 2010

Approved By:



Sandra Whitley Ryals, Director

76-4.3 Reports to Reports to The National Practitioner Data Bank, The Healthcare Integrity & Protection Data Bank and Section 1921

Purpose:

To establish policy for receipt and transmittal of adverse action reports to the National Practitioner Data Bank (NPDB), the Healthcare Integrity & Protection Data Bank (HIPDB), and to Section 1921 data bank of the Social Security Act, which require licensing boards to report disciplinary actions within thirty (30) days.

Policy:

All publicly available disciplinary actions taken by the health regulatory boards ("boards") within the Department will be transmitted to the NPDB, the HIPDB and Section 1921 within thirty (30) days of the entry of the final action.

Procedures:

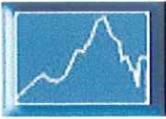
A. Health Regulatory Board's Responsibility:

Within three days of the entry of a disciplinary action ("order") the board will:

1. Close the case in the Department's case management database-License 2000 ("L2K").
2. Enter the closure, disposition and effective dates in L2K.
3. Enter the actions and basis for action codes in L2K.
4. Forward a copy of the order to the Administrative Proceedings Division ("APD") Office Manger.

B. Administrative Proceedings Division's Responsibility:

Upon notice from the Data Division that the NPDB/HIPDB Initial Action Draft file has been updated, APD will:



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1. Print the Action table which lists all unreported cases closed with a violation by board, respondent and case number.
2. Verify that each case listed has a copy of the board order.
3. Review the Board order, and for all initial reports, enter the appropriate Length of Action ("LOA") code in L2K and the Competency and Conduct ("CCB") code in the CCB table. Review the Basis For Action (BFA) codes and all dates entered by the boards, and when necessary, notify the designated board staff as to what corrections are recommended.
4. For all revision to previous action reports, enter the Databank Control Number ("DCN") and the LOA in L2K, enter the CCB in the Revision-M-User table, and the case number in the Revision-M table.
5. Remove from the Action table any cases that need to have corrections completed or any cases that do not have the copy of the Order available to allow them to be reported at a later date when the corrections have been completed by the boards and/or the order is made available to the APD Office Manager.
6. Review with the division director all initial cases that will be reported weekly to the Databanks.
7. Via e-mail to the Data division release the Action table for reporting to HIPDB/NPDB.
8. APD will maintain hard copies of all initial reports for six (6) months.