

## Paperless Registration Renewal is Available for All Entities

In January 2013, the Data Bank enhanced the [entity registration renewal process](#) to make it easier for entities to renew their Data Bank registrations within the required timeframes.



Registration renewal is required every two years. Entities receive a reminder to renew their registration 60 days before it expires. As long as an entity renews their registration within the specified time period, they will not experience a lapse in their Data Bank access. To reduce the potential risks of “gaps” in access, the Data Bank introduced a paperless renewal process.

Previously, entity registration renewal was limited to a paper-based process that required entities to print, sign, notarize, and mail the renewal form to the Data Bank. The new paperless renewal option will allow most entities to renew their registration instantly because the process can be completed entirely within the Data Bank system. In certain cases, the Data Bank will need to review an entity’s paperless registration renewal before it goes into effect.

To complete the new paperless registration renewal, your Data Bank Administrator must complete the following steps:

1. Sign in to the Data Bank as the Data Bank Administrator, and select **Continue**.
2. On the [registration confirmation](#) page, verify the entity’s address and phone number, review the Renewal Notice, and select **Renew Registration**.
3. Verify your organization’s [eligibility/statutory authority](#), and click **Continue**.
4. Verify your entity’s existing [Data Bank users](#), and click **Continue**.
5. Verify or update your entity’s [identification information](#), and click **Continue**.
6. Verify that the [statutory authority selections](#) accurately describe your organization, and click **Continue**.
7. Select your entity’s [primary and additional functions](#), and click **Continue**.
8. Select or verify the [Data Bank \(NPDB, HIPDB, or both\)](#) you are authorized to query, and click **Continue**.
9. Verify or update your [Point of Contact for Reports](#), as well as your CO, and click **Submit to Data Bank**.
10. If your renewal is approved instantly, you will see the [Instant Approval](#) page.
11. If the Data Bank needs to review and approve your renewal, you will see the [Approval Needed](#) page, and will be notified when your renewal is complete.

The paper-based registration renewal method will still be required in the following cases:

- For all **new registrations**.
- For entities with **expired registrations that are renewing and identity-proofing** for the first time. (Identity-proofing went into effect January 2011. If this is your first identity-proofing renewal, your Certifying Official (CO), Data Bank Administrator, and users will need to have

their identities verified before the renewal is approved. Please see these [instructions](#) on identity-proofing.)

- When the **CO is a different person than the Data Bank Administrator** and this is a change from the current registration; or when a new CO is specified on the renewal, the new CO must be identity-proofed, which is a paper process.

For full details on how to renew your registration using either method, please visit our [How to Renew Registration](#) page on the NPDB-HIPDB website.

## More Changes in Store for State Licensing Boards!

### Compliance Attestations

In addition to using the paperless registration renewal process, many State Licensing and Certification Boards (Boards) will be engaging in a paperless process to document their compliance with required reporting of licensing and certification actions. This paperless process, known as Attestation, is part of DPDB's continuing partnership with Boards to improve the completeness and accuracy of reports submitted to the Data Bank. The Data Bank uses a multi-pronged approach in working with Boards to help them achieve compliance with reporting requirements. The Data Bank will require Boards that regulate select allied health professions to attest that they have submitted all required reports. This attestation will be linked to the paperless registration renewal process. After a Board submits their registration renewal, they will be guided to complete the attestation.

Routine monitoring will continue of the most frequently queried professions, which includes comparing individual Board actions with reports in the Data Bank.

### Corrective Action Plans

Also, Boards will be able to complete compliance-related Corrective Action Plans (CAPs) online. If applicable, Boards will be notified of a CAP and will be directed to sign in and complete it. The CAPs and Attestations enhancement will go into effect for Boards in late February 2013. Please see our [website](#) for more information.

## Need Help or More Information About a Specific Data Bank Topic?

Look no further than the Data Bank [Resource Reference Library](#) page which can be accessed through the Resources tab and the [Webcasts](#) page. If you want to learn more about recent changes or enhancements such as Report Forwarding or Report Maintenance, or just need an answer concerning whether an incident is reportable, you may find the page useful. On this page, you will find:



- [User Resources](#): These resources include flow charts that summarize reporting guidance by action type; detailed information about E-Authentication/Identity-Proofing; tutorials on Report Forwarding, Report Maintenance, and how to respond to Compliance Actions. Users may also view detailed information on recent enhancements such as the November 2012 enhancements concerning how related reports are identified more clearly in both the One-Time Query and in the Continuous Query response.
- [Fact Sheets](#): Available fact sheets include Data Bank 101 for Chiropractors, Nurses, and Pharmacists, as well as a summary of Section 1921 of the Social Security Act.
- [Informational Brochures](#): These brochures provide comparisons of NPDB and HIPDB requirements.
- [Newsletters](#): View current and past Data Bank newsletters. You may now organize the archived articles by topic, as well as by date.
- [Guidebook](#): The NPDB and HIPDB Guidebooks contain essential Data Bank information. A new "merged" NPDB guidebook is being written and will be posted to the website once the Data Bank merge is complete in 2013. The new NPDB Guidebook will contain policy information with hyperlinks to technical and operational information. Every Data Bank user should become familiar with the Guidebook.

If you are interested in receiving training on Data Bank initiatives, or would like to learn more about Data Bank requirements via training videos or webinars, visit the [Community and Education Webcasts](#) area. Here, the Data Bank shares a collection of presentations and videos on policy, research, and compliance topics, which include the following:

### Training Videos:

- Compliance Page - [A Tutorial for Data Bank Reporters](#)
- Compliance Page - [Report Maintenance](#)



**Webinars:**

- [The Data Bank Compliance Activities with State Licensing & Certification Authorities](#)
- [The Data Bank Compliance Activities with Behavioral Health Licensing & Certification Authorities](#)
- [Report Forwarding](#)
- [The Data Bank Compliance Activities with Chiropractic, Optometry & Physical Therapy Licensing Authorities](#)

Check these reference pages often, as new information will be added when available.

## Related Query Response Reveals which Reports are Connected

The recent enhancement known as Related Query Response (implemented November 5, 2012) changed the way Data Bank query responses are displayed. This enhancement groups together an initial report and any subsequent Revision-to-Action Report(s) or correction(s) related to the same event submitted by a single reporter. The new Related Query Response will enable queriers to see, at a glance, how multiple reports on a practitioner or other subject may be related, thereby providing a clearer picture of the report history.



With this enhancement in place, revisions to a previously reported action no longer look like separate incidents reported to the Data Bank. For example, one event can generate several related reports, and the number of reports might provide a biased impression of a practitioner's history, even if one of those reports is a full license reinstatement.

The details of how Related Query Response now looks are as follows:

- The [Query Response Cover Page](#) groups together, by entity, reports that are related to one another. For example, a license reinstatement would be linked clearly to an earlier suspension, making it easier to determine the relationship between the two reports.
- [Reports](#) now display the most useful information at the top of the first page: practitioner name, reporting entity, date of action, action description, and other related reports (if the incident has multiple reports).
- For Continuous Query users: The [Practitioner Details](#) page indicates clearly how a new report relates to a practitioner's other actions, and the report activity is summarized in chronological order.

We hope this enhancement makes it easier for users to see how reports are related. This should help users better understand the story behind the reports.