

REPORT FORWARDING: *A Tutorial for Data Bank Reporters*

Data Bank reporters are among the primary beneficiaries of the new report forwarding enhancement available since January 2012. Organizations that submit Medical Malpractice Payment Reports, Clinical Privilege Action Reports, or Professional Society Membership Action Reports to the Data Bank are eligible to take advantage of report forwarding.

How Report Forwarding Can Benefit You:

Report forwarding will save time and reduce the risk of forgetting to mail a copy of the report to the State Board.

Other benefits include:

- Convenience for the reporter: copies of reports are sent electronically at time of report submission.
- Feedback for the reporter that the report has or has not been viewed.
- Assurance that Personally Identifiable Information (PII) is kept out of the mail.

This tutorial will guide reporters through the steps involved in using the report forwarding enhancement, and help ensure that State Boards receive a copy of the reports that are submitted to the Data Bank by reporting organizations.

1. Select report type to submit.

The streamlined *Report Type* page asks you to identify whether you are starting a new report, continuing a draft report, or modifying a report that was previously submitted.

Entity: REPORTING ENTITY (FAIRFAX, VA) | User: adminuser [Sign Out](#)

REPORT TYPE

the **DataBank**
NATIONAL PRACTITIONER
HEALTHCARE INTEGRITY & PROTECTION

Choose what you would like to do:

- Start** a new report on a case not previously reported by your organization.
- Continue** a draft report.
- Modify** an existing report (includes Correction, a new subsequent Revision to Action, Notice of Appeal, and Void).

[Continue](#)

[Return to Options](#)

2. Choose what kind of action you are reporting.

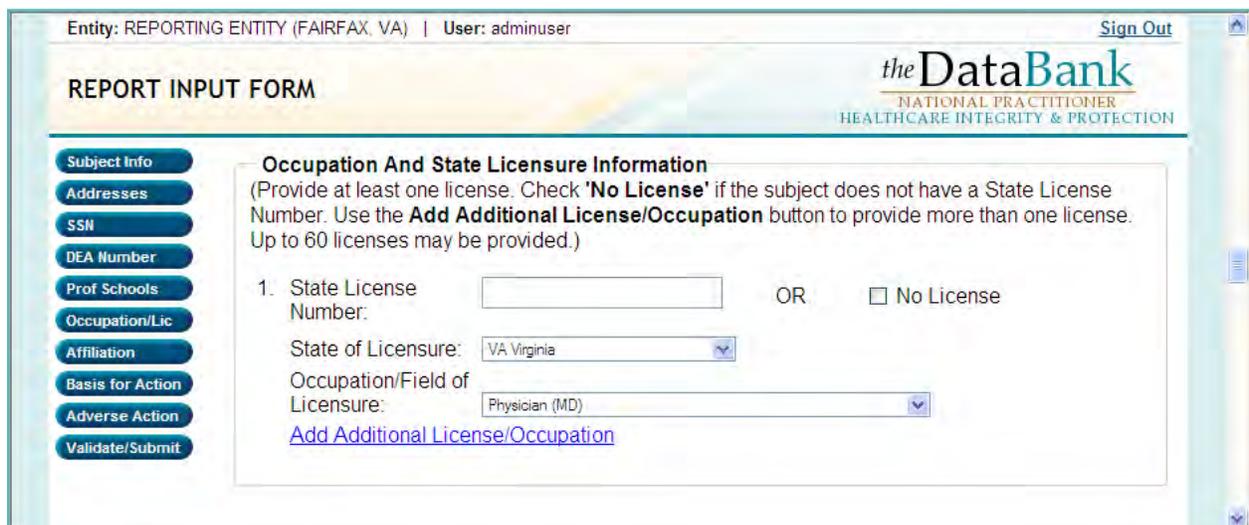
On the *Select Action* page, indicate whether you are reporting a Medical Malpractice, Clinical Privilege, or Professional Society Membership action. Any of these actions are eligible for electronic report forwarding to the State Board.



The screenshot shows the 'SELECT ACTION' page in the DataBank system. At the top, it displays 'Entity: REPORTING ENTITY (FAIRFAX, VA) | User: adminuser' and a 'Sign Out' link. The page title is 'SELECT ACTION'. Below the title, there are three buttons: 'Medical Malpractice Payment', 'Clinical Privileges (Includes Panel Membership Actions Taken by a Health Plan.)', and 'Professional Society'. At the bottom right, there is a 'Return to Options' button.

3. Complete the Report Input form.

The Occupation/Licensure section of the *Report Input* form, like the information in most sections of the form, is mandatory. Two fields in particular—State of Licensure and Field of Licensure—help the Data Bank determine a likely list of State Boards from which you can choose for electronic forwarding.



The screenshot shows the 'REPORT INPUT FORM' in the DataBank system. At the top, it displays 'Entity: REPORTING ENTITY (FAIRFAX, VA) | User: adminuser' and a 'Sign Out' link. The page title is 'REPORT INPUT FORM'. On the left side, there is a vertical menu with buttons for 'Subject Info', 'Addresses', 'SSN', 'DEA Number', 'Prof Schools', 'Occupation/Lic', 'Affiliation', 'Basis for Action', 'Adverse Action', and 'Validate/Submit'. The main content area is titled 'Occupation And State Licensure Information' and includes the instruction: '(Provide at least one license. Check 'No License' if the subject does not have a State License Number. Use the Add Additional License/Occupation button to provide more than one license. Up to 60 licenses may be provided.)'. Below this, there is a form with the following fields: '1. State License Number:' with an input field, 'OR', and a checkbox for 'No License'. Below that, 'State of Licensure:' with a dropdown menu showing 'VA Virginia', and 'Occupation/Field of Licensure:' with a dropdown menu showing 'Physician (MD)'. At the bottom, there is a link for 'Add Additional License/Occupation'.

4. Review the report before submission.

Click **Continue** to go to a final page where you can indicate your report forwarding preference before submitting.

Entity: REPORTING ENTITY (FAIRFAX, VA) | User: adminuser [Sign Out](#)

REPORT INPUT FORM

the DataBank
NATIONAL PRACTITIONER
HEALTHCARE INTEGRITY & PROTECTION

- Subject Info**
- Addresses
- SSN
- DEA Number
- Prof Schools
- Occupation/Lic
- Affiliation
- Basis for Action
- Adverse Action
- Validate/Submit

This optional field allows your entity to include an internal file number or other reference information to help you identify this report in your files. This information is not used by the Data Banks, but it will be provided on copies of the report sent to queriers.

Entity Internal Report Reference:
(e.g., claim number)

Customer Use

This optional field may be used by the submitter to identify this transaction. This information is returned without modification and only appears on the response returned to your organization.

Customer Use:

Send e-mail notification when this and any future responses are available.

Check this box if you wish to add/update this subject in your subject database for use in future queries and/or reports. Duplicate entries in your subject database may result in duplicate queries. You will be notified of potential duplicate entries prior to completing this subject entry. [Help ?](#)

[Continue](#) [Validate Without Submitting](#) [Store as a Draft](#)

5. Verify State Board and forwarding preference.

Specify your preference to forward the report electronically on the *Notification Options* page, which is the final step in the report submission process. Alternatively, if you choose not to forward this report electronically, you should click the button that asks you to attest that you will mail the report to the appropriate State Board.

Entity: REPORTING ENTITY (FAIRFAX, VA) | User: adminuser [Sign Out](#)

NOTIFICATION OPTIONS

Send to State Board

Federal law (42 USC §11134(c)(2)) requires that you send a copy of your report to the appropriate state licensing board in the state in which the reporting entity is located. For purposes of this requirement, the state in which the practitioner was practicing is considered to be the location of the reporting entity.

According to Data Bank records, licenses or certifications for **Physician (MD)** in the state of **VIRGINIA** are administered by:

VIRGINIA MEDICAL LICENSING BOARD (FAIRFAX, VA)

To fulfill my organization's legal requirement to report this action to the state board:

I agree to allow the Data Bank to send an electronic report notice to **VIRGINIA MEDICAL LICENSING BOARD**. I attest that this is the correct state board to notify based on where the clinical privileges action arose.

I attest that I will provide a copy of this report to the appropriate state board when the Report Verification Document becomes available.

Note:

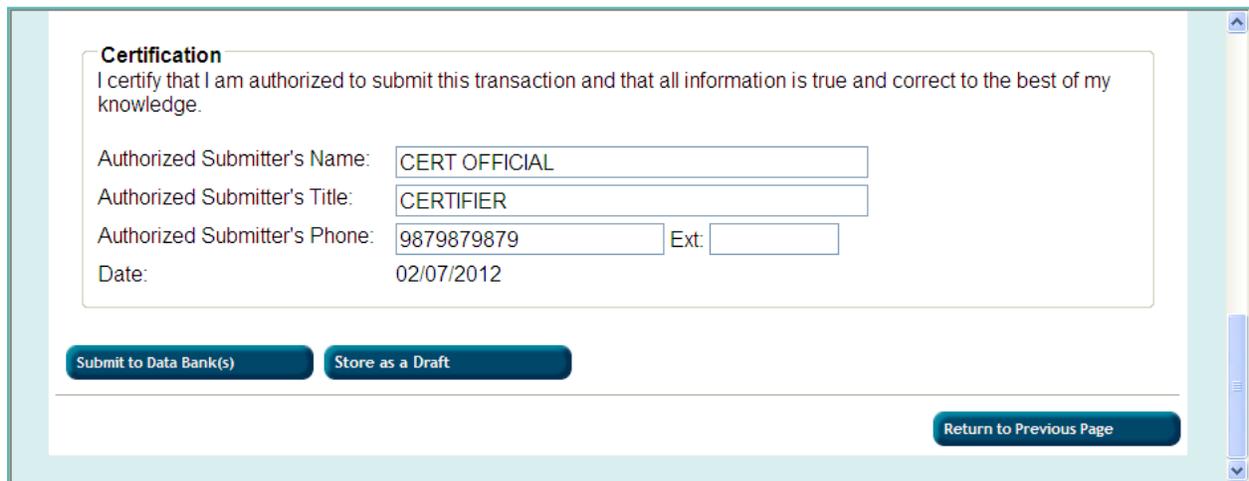
- If you choose to send an electronic report notice to the state board, you should receive an email as well as a Data Bank correspondence within 7 days verifying that the state board has or has not viewed the electronic notice.
- If the appropriate state board is not listed here you must provide a copy of the official response you retrieve

Note: You must specify a forwarding preference for every individual report you submit. Revisions or Corrections to reports that were previously forwarded electronically to a State Board will not automatically be forwarded.

Note: The *Notification Options* page lists the State Board which oversees licensing for the State and primary field of certification or licensure which you indicated in the report. However, it only displays State Boards that have opted to participate in electronic report forwarding. If a State Board has not elected to receive reports via electronic forwarding, the reporter will only see information about printing and mailing the report, and will have to attest that they will mail a copy of the Report Verification Document.

6. Certify and submit the report.

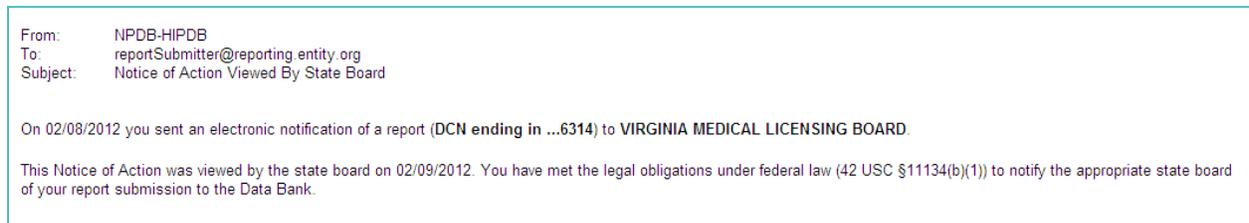
Enter information to certify and submit to the Data Bank.



The screenshot shows a web form titled "Certification". It contains a text area with the following text: "I certify that I am authorized to submit this transaction and that all information is true and correct to the best of my knowledge." Below this are several input fields: "Authorized Submitter's Name" (CERT OFFICIAL), "Authorized Submitter's Title" (CERTIFIER), "Authorized Submitter's Phone" (9879879879), "Ext." (empty), and "Date" (02/07/2012). At the bottom of the form are three buttons: "Submit to Data Bank(s)", "Store as a Draft", and "Return to Previous Page".

7. Watch for notification about forwarded report.

Within 1 week of submitting your report, you will receive an email letting you know either (1) that you have fulfilled your legal obligation to provide the State Board with the report, or (2) that further action is needed. If the State Board viewed your report, you will receive the following message:



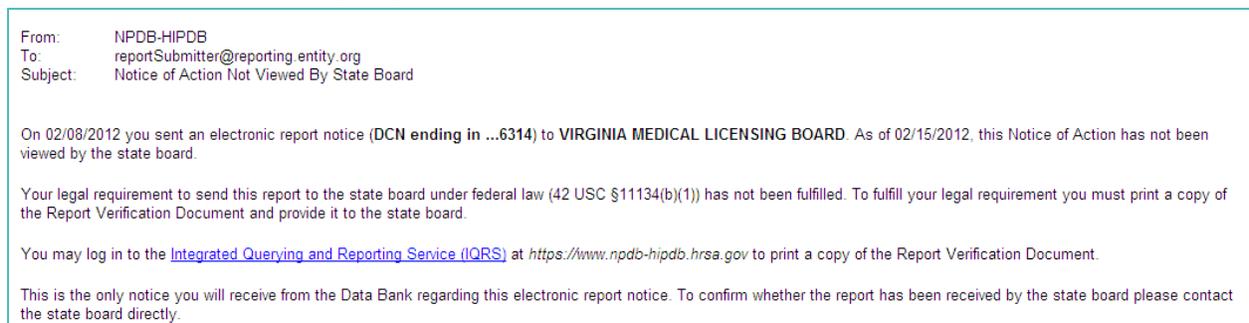
The screenshot shows an email notification with the following content:

From: NPDB-HIPDB
To: reportSubmitter@reporting.entity.org
Subject: Notice of Action Viewed By State Board

On 02/08/2012 you sent an electronic notification of a report (DCN ending in ...6314) to VIRGINIA MEDICAL LICENSING BOARD.

This Notice of Action was viewed by the state board on 02/09/2012. You have met the legal obligations under federal law (42 USC §11134(b)(1)) to notify the appropriate state board of your report submission to the Data Bank.

If the State Board does not view the report within 7 days, you will receive a message advising you that further action is needed on your part, as follows:



The screenshot shows an email notification with the following content:

From: NPDB-HIPDB
To: reportSubmitter@reporting.entity.org
Subject: Notice of Action Not Viewed By State Board

On 02/08/2012 you sent an electronic report notice (DCN ending in ...6314) to VIRGINIA MEDICAL LICENSING BOARD. As of 02/15/2012, this Notice of Action has not been viewed by the state board.

Your legal requirement to send this report to the state board under federal law (42 USC §11134(b)(1)) has not been fulfilled. To fulfill your legal requirement you must print a copy of the Report Verification Document and provide it to the state board.

You may log in to the [Integrated Querying and Reporting Service \(IQRS\)](https://www.npdb-hipdb.hrsa.gov) at <https://www.npdb-hipdb.hrsa.gov> to print a copy of the Report Verification Document.

This is the only notice you will receive from the Data Bank regarding this electronic report notice. To confirm whether the report has been received by the state board please contact the state board directly.

Note: There is no “re-send” option with report forwarding. If after 7 days the Board has failed to take action on the forwarded report, it is the reporting organization’s responsibility to print the Report Verification Document and mail it to the appropriate State Board.

If the State Board has indicated that they do not license the report subject in question and declined to view the report, you will receive the following message.

From: NPDB-HIPDB
To: reportSubmitter@reporting.entity.org
Subject: Notice of Action Removed By State Board

On 02/08/2012 you sent an electronic report notice (DCN ending in ...6314) to VIRGINIA MEDICAL LICENSING BOARD. The state board indicated that it has never licensed nor certified the subject of the report.

Your legal requirement to send this report to the state board under federal law (42 USC §11134(b)(1)) has not been fulfilled. To fulfill your legal requirement you must print a copy of the Report Verification Document and provide it to the appropriate state board. You may wish to review the report and verify the licensure information.

You may log in to the [Integrated Querying and Reporting Service \(IQRS\)](https://www.npdb-hipdb.hrsa.gov) at <https://www.npdb-hipdb.hrsa.gov> to print a copy of the Report Verification Document.

This is the only notice you will receive from the Data Bank regarding this electronic report notice. To confirm whether the report has been received by the appropriate state board please contact the state board directly.

In this case, it is the reporter’s responsibility to determine which State Board should receive the report, and make sure that it gets mailed.

If you have questions about or need help with report forwarding, please call the NPDB-HIPDB Customer Service Center at 1-800-767-6732. The Customer Service Center is available from 8:30 a.m. to 6 p.m. (5:30 p.m. on Fridays) every weekday except Federal holidays.