



National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



FACT SHEET ON ON-LINE ENTITY REGISTRATION

The National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB)

To submit queries and/or reports to the NPDB-HIPDB, eligible entities must first register with the Data Banks. Entity registration is conducted on-line. There are specific entity eligibility requirements. For information on entity eligibility, see the *Fact Sheet on Entity Eligibility*, available on the NPDB-HIPDB Web site at www.npdb-hipdb.hrsa.gov.

For more information on the Data Banks, see the *Fact Sheet on the National Practitioner Data Bank* and the *Fact Sheet on the Healthcare Integrity and Protection Data Bank*, available on the NPDB-HIPDB Web site.

Registering With The Data Banks

If you wish to register, click the **Registration** icon on the NPDB-HIPDB home page (Figure 1). If you are already a registered entity and wish to update your registration, you may do so using the Integrated Querying and Reporting Service (IQRS), available from the NPDB-HIPDB Web site.



Figure 1. NPDB-HIPDB Home Page

From the *Registering with the Data Banks* screen, entities should click the Entity Registration Form link. On the *Entity Registration* screen (Figure 2), complete all applicable fields. Click the **Help** buttons as necessary to access useful information about completing the registration. After completing the on-screen Certification section, click **Continue**. You will be prompted to establish your Administrator user account and then click **Continue**. To complete the registration process, print two copies of your Entity Registration form and then follow the step-by-step instructions:

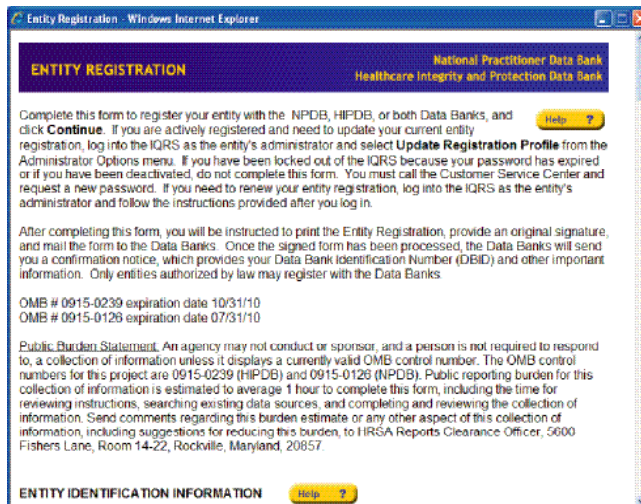


Figure 2. Entity Registration Screen

1. Sign and date one copy of the *Entity Registration* form.
2. Keep one copy for your records.
3. Mail the signed copy to the Data Banks at the specified address. **Note:** Registration forms must be mailed to the Data Banks within six months or they become invalid.
4. Once processed, you will receive email correspondence confirming your registration. You may then immediately begin using the Data Banks with the sign in information on the printed registration form. Make note of your Data Bank Identification number (DBID) and User Id when you print the registration form as this information is required once your registration is processed and is needed to sign in to the Data Banks.

NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at www.npdb-hipdb.hrsa.gov. If you need assistance, contact the NPDB-HIPDB Customer Service Center by email at 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.