



# National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



## FACT SHEET ON SUBMITTING A REPORT THROUGH THE IQRS

### Reporting Via the Integrated Querying and Reporting Service (IQRS)

Registered entities use the Integrated Querying and Reporting Service (IQRS) to query and report to the National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB). The IQRS is an electronic, Web-based system that represents part of an ongoing effort to improve the efficiency and responsiveness of the NPDB-HIPDB. For more information about IQRS features, system requirements, and security features, see the *Fact Sheet on the Integrated Querying and Reporting Service*. For information about who is eligible to report and what should be reported to the Data Bank(s), see the *Fact Sheet on Reporting*. An entity must be registered with the Data Banks in order to submit a report. The on-line *Entity Registration* form, as well as all fact sheets, are available at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov).

To submit a report through the IQRS, visit the NPDB-HIPDB Web site and click the **Go to the IQRS** icon on the right side of the screen. Internet access with a Web browser is required to access the IQRS. On the *Log In* screen, enter your Data Bank Identification Number (DBID), User ID, and User Password into the corresponding fields and click **Login**. **Note:** To query and report, you must log in as a user, not the Entity Data Bank Administrator. The *Entity Registration Confirmation* screen displays the most current data that the NPDB-HIPDB has on file for your entity, including querying and reporting privileges. If this information accurately represents your entity, click **Continue** to display the *Options* screen where you may choose **Querying & Reporting Service**. On the *Querying & Reporting Service* screen, click **Report**.

### Reporting

The *Report Type* screen (Figure 1) displays. Select one of the following report types:

- Enter an Initial Report.
- Modify a draft report.

For modification to a report, enter the previous report's Data Bank Control Number (DCN) and select one of the following types of modification:

- Correct or modify a report.
- Enter a Revision to Action.
- Void a report.
- Enter a Notice of Appeal to a report.

Figure 1. Report Type Screen

Select the type of action from the *Select Action* screen. Select the type of subject from the *Subject Type* screen.

**Note:** the *Subject Type* screen does not display for Professional Society, Clinical Privileges, or Medical Malpractice Payment Reports (MMPR) (NPDB only), as they are only applicable to individual subjects. If the report is an Adverse Action Report, the following screens apply:

- For an Individual Subject, select a primary Occupation/Field of Licensure, then select an Adverse Action Classification Code.
- For an Organization Subject, select the Adverse Action Classification Code (may also be required to indicate if organization meets definition of "Health Care Entity").

The IQRS then generates the appropriate report input screen. Complete the input form, providing as much information as possible—including the certification information. If you wish to save a new report subject to your existing subject database or begin a subject database with the current subject, select the specified box on the *Report Input* screen before selecting **Submit to Data Bank(s)**. Do not print this page; a printable copy of your record of submission is provided after submission to the NPDB-HIPDB.

After inputting data, select one of the following options:

- **Validate and Submit to the Data Bank(s)**. Verifies that all mandatory information has been entered, then automatically submits the report to the Data Bank(s).

- **Validate Without Submitting.** Verifies that all mandatory information has been entered, but does not automatically submit the report to the Data Bank(s).

**Store as Draft.** Stores the draft report but does not validate the data. See “Draft Capability” for more details.

**When Validate and Submit to the Data Bank(s)** is selected, the document is transmitted to the Data Bank(s) and a *Temporary Record of Submission* is available to print or save until the Data Bank(s) process(es) the report and the official Report Verification Document is retrieved.

### Special Cases

- **voids:** For an individual subject, a special screen is used to enter the Subject Name, followed by a void reason and certification information. For an organization subject, a special screen is used to enter the Subject Name, City, and State, followed by a void reason and certification information.
- **Notices of Appeal:** For an individual subject, a special screen is used to enter the Subject Name and Date of Appeal (if any), followed by certification information. For an organization, a special screen is used to enter the Subject Name, City, State, and Date of Appeal, followed by certification information.

### Draft Capability

The IQRS includes a Draft Report feature for entering report data into input screens, then saving the document in draft status. The draft version of a report can be modified at a later time. To recall draft reports, select **Report** on the **Options** menu, then select **Modify a Draft Report** as the Report Type. The *Modify Draft Report* screen displays and lists all draft reports on file. When a draft report is selected from this screen, it is repopulated into the input screens for completion, or it may be displayed as printable copy without further modification.

If the draft is selected for repopulation, complete the report and submit it to the NPDB-HIPDB. If viewed as printable copy, the draft may be printed and distributed for review before completion and submission.

Draft reports may be saved on the server for up to 30 days of inactivity before they are automatically deleted. Each time a draft is modified and saved, the 30-day clock begins again. A draft report is automatically deleted when submitted to the Data Bank(s).

### State Board Report Copies (NPDB Only)

For hospitals and other health care entities reporting adverse actions to the NPDB, and for insurers, including self-insured entities, reporting medical malpractice payments to the NPDB, a copy of the report must be mailed to the appropriate State licensing board for its use. The Report Verification Document that the reporter receives after a report is successfully processed by the NPDB should be used for submission to the appropriate State licensing board.

### Report Response Retrieval

To retrieve a report response, log onto the IQRS and select **View Report Output** on the *Options* screen. The *Report Status* screen displays all reports submitted and their status. Reports are generally processed within two to four hours of receipt. If the report status is “Completed,” click on the **Report DCN** to retrieve and print the *Report Verification* document. If the report status is “Rejected,” click on the **Report DCN** to retrieve and print the *Report Rejection* document. Reports that are still in process are listed as “Pending.”

Once viewed, the report output is maintained on the server for 45 days. Print or save the report output before this time, when it is deleted.

### NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov). If you need assistance, contact the NPDB-HIPDB Customer Service Center by e-mail at [help@npdb-hipdb.hrsa.gov](mailto: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.