

# NPDB GUIDE TO REPORTING CLINICAL PRIVILEGES ACTIONS

## BEFORE SUBMITTING:

Are you a hospital or health care entity that took a professional review action against a physician or dentist? \*  
Report the professional review action if both **A** and **B** are met:

**A**

Adversely affects clinical privileges (including privileges, medical staff or panel membership, network participation, affiliation, and other circumstances) for a period of more than 30 days, including:

- Reduction, restriction, suspension or revocation of privileges
- Denial of privileges based on professional review (excluding denials based on failure to meet specific threshold criteria or an initial application withdrawal before a final professional review decision)
- A practitioner's surrender of, or failure to renew, privileges while under or to avoid investigation
- Summary suspensions that are the result of a professional review (in effect for more than 30 days), regardless of whether the action is final

**B**

Is based on the practitioner's professional competence or professional conduct that adversely affects, or could adversely affect, the health or welfare of a patient.

**AND**



Initial

Submit within 30 days of when the action was taken

You must forward a copy of the report to your state licensing board in the NPDB system (or by mail)

## SUBMIT AN INITIAL ADVERSE ACTION REPORT

## REPORT MODIFICATIONS (when needed):

The NPDB notifies the subject of the report when the report is submitted, and when any of these modifications are made.



Did your organization take an action that modifies or relates to a previously reported action (including reinstatements)?

SUBMIT A REVISION-TO-ACTION REPORT



Initial



Revision



Did your organization determine there is an error or omission in a previously submitted report?

SUBMIT A CORRECTION REPORT



Initial



Corrected Report



Did your organization determine that an action should not have been reported because:

- 1 The report was erroneously submitted?
- 2 The action is not reportable?
- 3 The action was reversed or overturned?

These are the only reasons for which a report may be voided.

VOID THE REPORT



Initial

\*Reporting of physicians and dentists is mandatory. Other health care practitioners may be reported.

[www.npdb.hrsa.gov](http://www.npdb.hrsa.gov)