Practitioner Self-Query Report Process- Class of 2014

You are required to provide a SEALED original Self-Query Report from the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank (NPDB-HIPDB). It is your responsibility to attach the SEALED original NPDB-HIPDB Self-Query Report to your licensure application.

Instructions to request a Self-Query Report are available at the NPDB-HIPDB website: http://www.npdb-hipdb.hrsa.gov

- Practitioner Self-Query Report requests are required to be submitted through the NPDB-HIPDB website (above)
  - The application form takes most people 25 minutes to complete.
  - The Self-Query Report can be dated no earlier than 60 days of the date the application is submitted to the board.
- Practitioners are required to pay a total charge of $16.00 directly to NPDB-HIPDB (via credit card)
- Practitioners are required to mail a NOTARIZED copy of the Self-Query request to a specified address. This copy can be printed, which the practitioner prints out after filling the form out on-line.
  - Shirley Lash will be available to notarize the Self Query paperwork on Wed. April 17th in Room 1160 from 5:00-7:00p.m. If you do not want take advantage of this date and time then you can go to have your document notarized by anyone at your convenience. There are notaries at most banks and credit unions.
  - Once the notarized copy is mailed out by you, it may take a week or more for it to be returned to you (sealed)
  - DO NOT OPEN the report. Keep it sealed and submit it to Kim Ciero along with your other licensure application materials.
- The BOP is unable to assist you with the Self-Query process. Please contact the NPDB-HIPDB Customer Service Center 1.800.767.6732 help@npdb-hipdb.hrsa.gov