

<Date>

<Name>

<Title>

<State> Board of Pharmacy

<Address>

<City, State abbrev code, zip code>

Re: Designating NABP as Authorized Agent to Participate in the Healthcare Integrity and Protection Data Bank (HIPDB).

Dear <Ms or Mr Name>:

Thank you for your request. We believe that the <state name> Board of Pharmacy's appointment of NABP as the authorized reporting agent to the HIPDB will enhance your reporting capabilities and reduce the costs of board compliance. If you would like to designate NABP as your Authorized Agent, please follow these steps:

1. In order to complete your request we have enclosed our NABP *Letter of Agreement* for Clearinghouse and HIPDB. **Please review and return the completed *Letter of Agreement* to NABP as soon as possible.**
2. If not already registered with HIPDB, go to the NPDB-HIPDB Web site www.npdb-hipdb.com, and complete the HIPDB *Entity Registration Form*. Once HIPDB receives the completed and signed registration form and it is processed, the HIPDB assigns a unique Data Bank Identification Number (DBID) and sends you an *Entity Registration Verification* document, which contains your entity's confidential DBID and password. DBIDs are assigned only to entities and to Authorized Agents.
3. You must also complete the *Authorized Agent Designation* form available (on the "Registering with the Data Banks" Web page and then go to the "Authorized Agents" Web page) on the NPDB-HIPDB Web site www.npdb-hipdb.com designating NABP as your Authorized Agent (NABP's DBID is 399700000051955 and agent registration is "National Association Boards of Pharmacy"), enter your entity's DBID number on the form, sign, and **return the original form to NABP**, who will complete the last page and forward the completed form to the HIPDB.

<name>

<date>

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4. Upon receipt of the signed *Letter of Agreement* and *Authorized Agent Designation Request* form, NABP will send you the Clearinghouse/HIPDB data entry program with the procedure for entering new actions and submitting data to NABP.

Important Information to Note:

Per the HIPDB Guidebook, Chapter E. Reports, E-2: “The HIPDB system does not accept reports that do not include information in all mandatory fields. An entity’s lack of mandatory information does not relieve it of its reporting requirements for the purposes of Section 1128E.”

Per the NPDB Guidebook, Chapter E. Reports, E-3: Reporting Subject Social Security Numbers: “An SSN is required for adverse licensure actions, as these reports are also mandated for inclusion in the HIPDB under Section 1128E of the Social Security Act. Section 1128E requires that SSNs be provided as part of the reporting process.”

(NPDB and HIPDB Guidebooks location: www.npdb-hipdb.com)

Should you elect not to have NABP serve as your HIPDB Authorized Agent, please continue to submit disciplinary data to us for purposes of maintaining and operating the NABP Disciplinary Clearinghouse Program.

We look forward to serving as your reporting agent. Please contact me at 800/774-6227, or 847/391-4400, or email foliva@nabp.net if you have any questions.

Sincerely,

Frank Oliva
Information Technology and Services Director

Enclosure (s):

cc: Carmen A. Catizone, Executive Director/Secretary
Mary A. Dickson, Associate Executive Director
Chris Siwik, Executive Supervising Coordinator