

NABP Clearinghouse Database and HIPDB Reporting Data Entry Program

Opening the Access Database file (.mdb) template from a password protected ZIP (compressed) file sent via e-mail attachment:

1. Save the attached HIPDB2003.mdb file to your computer.
2. Open the file and enter the provided password obtained from NABP via telephone contact.
3. Click on "Instructions" to review/print the NABP Clearinghouse/HIPDB Data Entry Program Instructions. Exit the Instruction sheet.
4. Click on "Data Entry Form" button to proceed with data entry.
5. Once data entry is complete, follow the steps in NABP Clearinghouse/HIPDB Data Entry Program Instructions to save and send the file.
6. Please note that if you are sending sensitive/confidential information via personal e-mail without encryption (that is, when not using the Lotus® Notes® program), the information may not always be secure.

Opening the Access Database File (.mdb) template from a CD:

1. Open the Compact Disc (CD) drive
2. Save the Access file to your computer or network (the Microsoft® Access™ file will not open from your CD drive)
3. Right click on the file name
4. Click on Properties
5. Uncheck Read only
6. Click Apply, and then OK
7. Double click to open the file

NABP Clearinghouse/HIPDB Data Entry Program Instructions

1. When data-entry is complete:

*Click the "X" in the box in the top right hand corner of the program window to close the program. (All data is saved automatically.)

2. To send data to NABP:

NOTE: XX=State Abbreviation and the 4 digit number=version of Microsoft Access (eg, ILHIPDB2003.mdb)

*Transmit the data file (XXHIPDB2003.mdb) to NABP as an attachment to an e-mail.

*Create a new e-mail memo addressed to clearinghouse@nabp.net (or for Lotus Notes users type the word "clearinghouse").

*Click in the body section of the memo.

*Click File and Attach.

*Open the folder C:\Program files\HIPDB Entry Form\.. (or where you have the Access file saved).

*Click and highlight the file named XXHIPDB2003.mdb and attach file (use Create command in Lotus Notes 4.x).

*Send the e-mail (or if using an NABP computer and Lotus Notes program, select Replicate).

Please contact NABP Information Services with questions at 847-391-4406, send an e-mail to clearinghouse@nabp.net (or to clearinghouse for NABP Lotus Notes users), or visit the NABP Web site for more information about HIPDB Reporting.

National Association of Boards of Pharmacy (NABP)
Information Services Department
1600 Feehanville Drive
Mount Prospect, IL 60056

Clearinghouse Reporting Options

1. The Board of Pharmacy designates NABP as its authorized agent for purposes of reporting final adverse actions on pharmacists to the Healthcare Integrity and Protection Data Bank (HIPDB).
 - The Board reports disciplinary actions to NABP electronically, using a Microsoft Access data entry form.
 - The Board maintains a copy of database for its use.
 - NABP will transmit all records to HIPDB for the Board and provide regular feedback. The Board will receive HIPDB reporting outcome (eg name, action date, DCN and records rejected due to missing/incomplete data in Excel format) and monthly Clearinghouse reports from NABP.

2. The Board will continue to submit disciplinary actions *electronically* to NABP for purposes of maintaining the Clearinghouse program, but declines to designate NABP as its authorized agent for HIPDB.
 - The Board reports disciplinary actions to NABP *electronically*, using an Microsoft Access data entry form.
 - The Board maintains a copy of database for its use.
 - The Board will receive monthly Clearinghouse reports from NABP.

3. The Board will continue to submit disciplinary actions to NABP for purposes of maintaining the Clearinghouse program.
 - The Board will provide NABP with photocopies of Adverse Action Reports, received from HIPDB.
 - NABP will enter disciplinary information into Clearinghouse database.
 - The Board will receive monthly Clearinghouse reports from NABP.

Important Information to Note:

If type of distribution is indicated by a Board as “public record” or is not otherwise indicated as “private record”, then a subset of the data submitted to Clearinghouse is subject to being posted on the NABP Pharmacist and Pharmacy Achievement and Discipline® (PPAD®) public Web page. 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)