



Ambulatory Clinic Policy and Procedure

Title: REPORTING INFORMATION TO THE NATIONAL PRACTITIONER DATA BANK OR THE TEXAS MEDICAL BOARD	Policy Number: EP 8.5
Regulation Reference: Joint Commission, Texas Medical Board, National Practitioner Data Bank	Effective Date: 12/2018

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to comply with physician reporting requirements (i.e. the National Practitioner Data Bank (NPDB) and the Texas Medical Board (TMB).

Scope and Distribution:

This policy applies and will be distributed to all Texas Tech Physicians of El Paso ambulatory clinics.

Procedure:

1. Reporting Malpractice Payments.
 - a. The director of the Office of General Counsel Professional Liability Division will be the authorized representative to report malpractice information to the TMB and malpractice payments to the NPDB. This individual will be responsible for confidential and sensitive information regarding members of the medical staff.
 - b. TTUHSC El Paso shall submit information to the NPDB and the TMB within thirty (30) days from the date that a payment is made. (Any payment on behalf of any licensed health practitioner as the result of a claim or judgment for medical malpractice must be reported to the NPDB.)
 - c. All information required to be reported to these entities will be on the forms furnished by the entities for the reports.

2. Reporting errors, omissions and revisions.
 - a. The persons making the reports are responsible for the accuracy of information, which they report to the NPDB and the TMB. If errors or omissions are found after the information has been reported, the person who reported it must send an addition or correction to the data bank, or to the TMB as soon as possible.
 - b. The person who reports information on licensure or clinical privileges must also report any revision of the action originally reported. Revisions include reversal of a professional review action or reinstatement of license. Revisions are subject to the same time constraints and procedures as applicable to the original action, which was reported.

Policy Number: EP 8.5	Original Approval Date: 12/2018
Version Number: 1	Revision Date:
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Paul L. Foster School of Medicine	