



Amendment of NI-90-88-7

The National Practitioner Data Bank was established by Public Law 99-660, as amended, to improve the quality of health care by encouraging greater efforts in professional peer review and to restrict the ability of incompetent practitioners to move from State to State without discovery of their previous substandard professional performance or unprofessional conduct. The Data Bank collects from and releases to eligible entities medical malpractice payment information and certain adverse information as it relates to the professional competence and conduct of physicians, dentists, and other licensed health care practitioners. After the information is accepted from medical malpractice insurers, State Licensing Boards, and hospitals and other health care entities, it is entered into the Data Bank's Master File. The law requires that hospitals query the Data Bank periodically regarding the professional qualifications and competence of their staff. Health care practitioners have the right to query the Data Bank to find out if it contains information about them.

The reporting and query information may be received either on hard-copy forms or diskettes. The hard-copy forms are converted to microfilm and then entered into the Master File.

The Data Bank responds to requests for information in hard-copy format. The Data Bank does not maintain copies of output documents separately from the Master File.

*PROJECT DIRECTOR'S SUBJECT FILE.*

- a. Significant documents associated with the creation and maintenance of the Data Bank, such as essential policy documents, regulations, and handbooks.

*cut off superseded materials annually.*

Authorized Disposition: Permanent. <sup>^</sup> Transfer to the ~~FRE~~ WNRC ~~when no longer needed for administrative purposes.~~ Transfer to the National Archives 5 years thereafter.

*in 5 year blocks when 5 years old.*

ANNUAL ACCUMULATION: *less than 1 cu ft. On hand: less than 1 cu. ft.*

- b. Source documents--reporting and query forms.

Authorized Disposition: Temporary. Destroy hardcopy forms after conversion to microfilm when no longer needed for administrative purposes. Dispose of microfilm and diskettes in contractor office space when no longer needed to support the reconstruction of, or serve as the backup to, the Master File, whichever is later.

*Revisions to item (a) agreed to orally by  
PHS R/O.  
M. Wolfe 10/8/91*

c. Master File and associated documentation.

Authorized Disposition: ~~Temporary. Cut Off annually. Maintain in contractor office space for 75 years. Maintenance procedures must be established to guarantee that the Master File information is readable and usable for the specified life-time of the Master File.~~ Disposal Not Authorized. see page 4

d. General administrative records associated with the establishment and maintenance of the Data Bank, both at the contractor and at HRSA.

Authorized Disposition: Temporary. Destroy when no longer needed for administrative purposes.

9/3/91  
Date

John Rodale, Jr.  
Project Officer

9/4/91  
Date

Gerard W. Hunter  
HRSA Records Management Officer

c. Master file and associated documentation.

Authorized Disposition: Disposal not authorized. Maintain until NARA and HRSA agree on a disposition. Data may be cut off annually. As the data and documentation remain unscheduled, maintenance and storage procedures shall conform with the provisions laid out in 36 CFR, 1234.28