

# NPDB GUIDE TO REPORTING HEALTH CARE-RELATED CRIMINAL CONVICTIONS

## BEFORE SUBMITTING:

Are you a federal or state prosecutor involved in a case in which a health care practitioner, provider, or supplier was convicted?

A criminal conviction against a health care practitioner, provider, or supplier is reportable when it is related to the delivery of a health care item or service and includes any of the following:

- A judgment or conviction that has been entered against an individual or entity in a federal, state, or local court, regardless of whether an appeal is pending or the conviction or other record relating to criminal conduct has been expunged
- When an individual or entity has entered into participation in a first offender, deferred adjudication, or other arrangement or program where conviction has been withheld
- A plea of guilty or nolo contendere by an individual or entity that has been accepted by a federal, state, or local court
- A finding of guilt against an individual or entity that is made in a federal, state, or local court

*Health care-related injunctions must also be reported.*

## SUBMIT AN INITIAL ADVERSE ACTION REPORT



*within 30 days of when the action was taken*

## REPORT MODIFICATIONS (when needed):

*The NPDB notifies the subject of the report when the report is submitted, and when any of these modifications are made.*



Did your organization take an action that modifies or relates to a previously reported action?

SUBMIT A REVISION-TO-ACTION REPORT



Initial



Revision



Did your organization determine there is an error or omission in a previously submitted report?

SUBMIT A CORRECTION REPORT



Initial



Corrected Report



Did your organization determine that an action should not have been reported because:

- 1 The report was erroneously submitted?
- 2 The action is not reportable?
- 3 The action was reversed or overturned?

These are the only reasons for which a report may be voided.

VOID THE REPORT



Initial



Did a practitioner appeal a previously reported action by your organization?

SUBMIT A NOTICE OF APPEAL



Initial

[www.npdb.hrsa.gov](http://www.npdb.hrsa.gov)