

NPDB Self-Query

A National Practitioner Data Bank Self-Query is required for all providers.
Please follow the instructions below to complete and submit an NPDB Self Query

To start the process go to: <http://www.npdb.hrsa.gov/>

What will I need?

- Identifying information, professional school, and license
- Credit card for the \$5.00 fee
- Email address

How long will it take?

It takes most people an average of 20 minutes to fill out the form. If you verify your identity online, in most cases a response will be ready within a few minutes. However, if you are unable to verify online, you will need to have your form notarized and mail it to the Data Bank, which may take a week or more.

Note: If you do not use your own credit card, you will not be able to verify your identity online.

How will you verify my identity?

You can verify your identity by answering financial based questions that only you would know. If you cannot answer these questions you must visit a notary public to witness your signing and dating the "Individual Self-Query" form that attests to your identity. Using a notary requires you to mail the signed form to the Data Bank.

What will I get?

Once your identity is verified and your self-query has been processed, you will be able to view your response online and a paper copy will be mailed to you. If you've elected to mail in a notarized identity form, the response will be mailed to you.

Step By Step NPDB Self-Query Process:

- Follow this link: <https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>
- Click "Start A New Order"
- When the pop-up acknowledge comes up
 - Click "I accept the terms"
 - Click "Submit and Continue"
- On Type of Search screen, click "personal"
- Go through the 4 steps
 - Subject Information
 - Payment
 - Review Information
 - Identity Verification
- Wait for the results email to be delivered
- Print/save your results and submit to QA@interimphysicians.com