



Credentials Verification Service

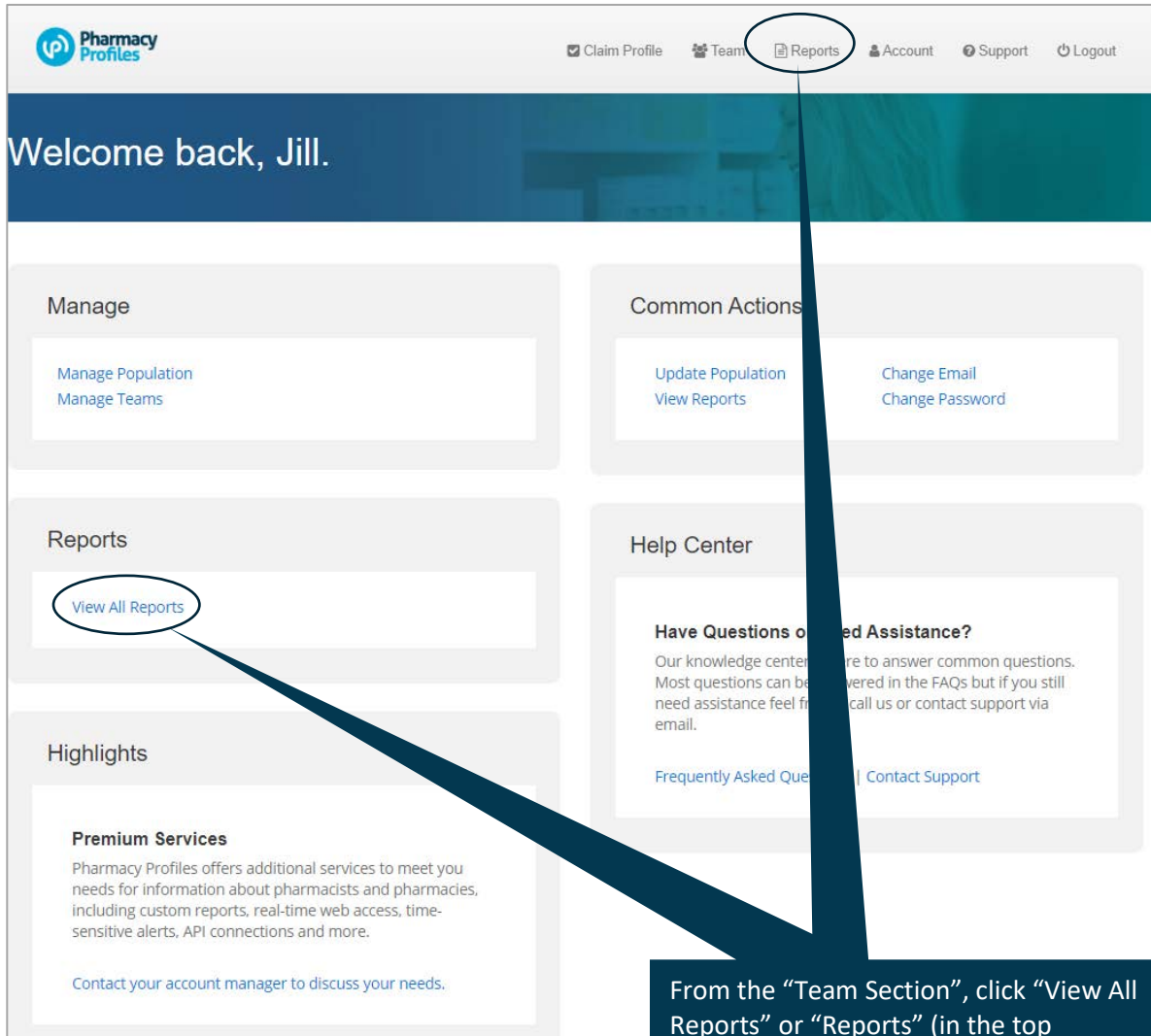
# Team Guide: Running Reports

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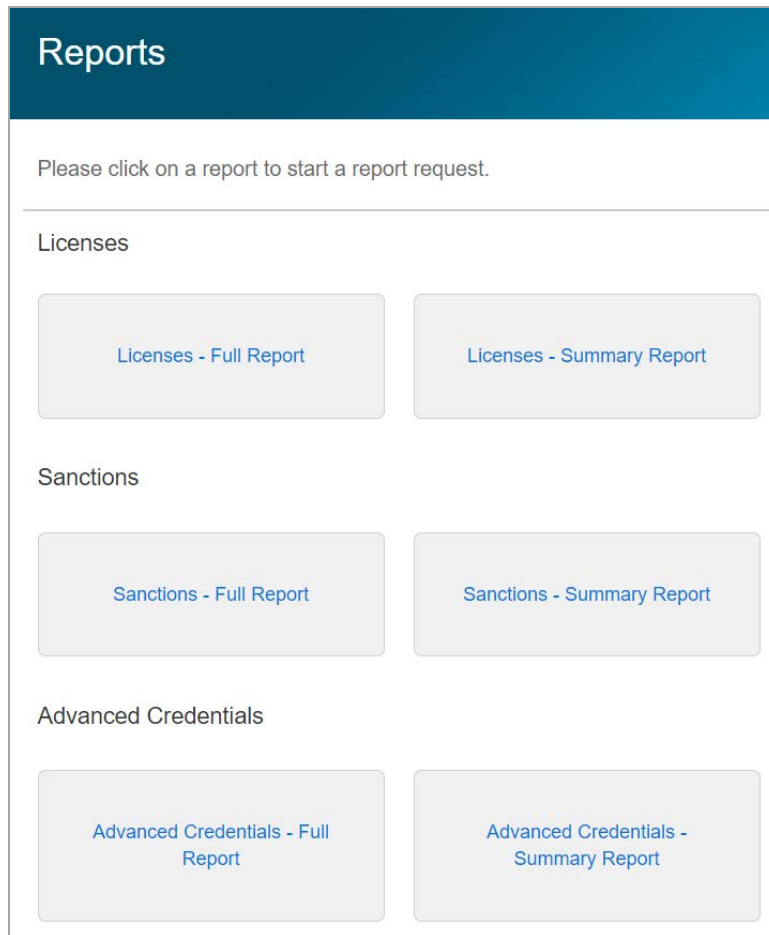
## How to Run Reports

1. Log into your account at <https://my.pharmacyprofiles.com/> by entering your email address and password. You will be taken to the “Team” section which acts like a control panel for your management of your team and population (for Team Managers).
2. View the “Team” section (see screenshot below). Click on “Reports” in the top navigation bar or “View all Reports” in the Reports block.



From the “Team Section”, click “View All Reports” or “Reports” (in the top navigation)

3. Select the report that you wish to run.
  - a. Licenses: Full Report or Summary Report
  - b. Sanctions: Full Report or Summary Report
  - c. Advanced Credentials: Full Report or Summary Report



## How to Run License – Full Report

1. To run License Report, click Licenses – Full Report. You will see various options to filter the report results. You may run report with or without filters selected.
  - a. Teams: there will be a list of the team(s) you have access to
  - b. Person Name: enter a single name to run a report for a single person
  - c. eProfile ID: enter a single NABP eProfile ID to run a report for a single NABP eProfile ID
  - d. New/Expiring Options: select All Licenses, Not Expired, Expired, Expiring within 30 Days, New within 30 Days
  - e. License Status: select specific statuses
  - f. License Type: select license type (for now, I would ignore this filter as it contains some extraneous types)
  - g. States: select one or more states
  - h. Region: if the subscriber has designated Regions, you may select them here
  - i. NCPDP numbers: enter one or more NCPDP numbers separated by commas
2. Click Download Report. Report will download as CSV file.

# Licenses - Full Report

This report will provide a downloadable file with pharmacist license information. Select the various input options below to filter your report.

**Teams**

All Teams ▾

**Person Name**

Person Name

**eProfile ID**

eProfile ID

**Provided ID**

Provided ID

**New/Expiring Options**

All Options ▾

**License Status**

All Statuses ▾

**License Type**

All License Types ▾

**States**

All States ▾

**Region**

Region

**NCPDP Numbers**

NCPDP Numbers (comma separated values. ex: 12345, 67890,

[Download Report](#)

## License Report Fields Defined

Data Field	Description
First Name	First name
Last Name	Last name
eProfile ID	National Association of Boards of Pharmacy (NABP) eProfile ID
Provided ID	Team Manager-provided ID number such as employee number, member number etc. If Team Manager doesn't provide, the field will repeat the eProfile ID.
State	Two-letter state abbreviation
License Number	License number
License Type	License type such as Pharmacist, Consultant Pharmacy, Nuclear Pharmacist, etc.
Status from NABP	License Status as provided by NABP as part of quarterly license verification. In between the quarterly verification process, this field may be blank or not available for newly added licenses/pharmacists. It may be incorrect if the license status changed since the last verification process was completed.
First Issued date	Date in which the license was first issued
License Expiration Date	Expiration date
NCPDP Number	If the pharmacist has been identified with an NCPDP number(s), the number(s) will be displayed.

Region	If the Team Manager has defined Regions for its pharmacists, the Region(s) will be displayed here.
Date of interest	Date in which the data field was last updated or when the source updated the data
Verification Date	Date in which NABP completed the verification of the license data

## How to Run Sanctions – Full Report

1. To run Sanctions Report, click Sanctions – Full Report. You will see various options to filter the report results. You may run report with or without filters selected.
  - a. Teams: there will be a list of the team(s) you have access to
  - b. Person Name: enter a single name to run a report for a single person
  - c. eProfile ID: enter a single NABP eProfile ID to run a report for a single NABP eProfile ID
  - d. States: select one or more states
  - e. Region: if the Team Manager has designated Regions, you may select them here
  - f. NCPDP numbers: enter one or more NCPDP numbers separated by commas
2. Click Download Report. Report will download as CSV file.

# Sanctions - Full Report

This report will provide a downloadable file with sanctions information. Select the various input options below to filter your report.

<p><b>Teams</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">All Teams ▾</div> <p><b>Person Name</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Person Name</div> <p><b>eProfile ID</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">eProfile ID</div> <p><b>Provided ID</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Provided ID</div>	<p><b>States</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">All States ▾</div> <p><b>Region</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Region</div> <p><b>NCPDP Numbers</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">NCPDP Numbers (comma separated values. ex: 12345, 67890,</div>
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Download Report

## Sanctions Report Fields Defined

Data Field	Description
First Name	First name
Last Name	Last name
eProfile ID	National Association of Boards of Pharmacy (NABP) eProfile ID
Provided ID	Team Manager-provided ID number such as employee number, member number etc. If Team Manager doesn't provide, the field will repeat the eProfile ID.
State	Two-letter state abbreviation for the license state
License Number	License number
Status from NABP	License Status as provided by NABP as part of quarterly license verification. In between the quarterly verification process, this field may be blank or not available for newly added licenses/pharmacists. It may be incorrect if the license status changed since the last verification process was completed.
Source	Reporting entity (e.g. Board of Pharmacy or OIG)
Data Bank ID	Board of Pharmacy Name database ID (listed for states that have designated NABP as their Reporting Agent to the National Practitioner Databank (NPDB). Currently only 33 out of 54 jurisdictions have a DataBank ID on file with NABP.
DCN (Document Control Number)	Document control number (each NPDB submitted action receives this)
Previous DCN	Any previous action submitted that is not a revision to the originally reported action (only present for NPDB submitted sanctions)
Action Submitted Date	Date that the sanction was received/reported into NABP Clearinghouse. NABP reviews every action submitted to the Clearinghouse reviewed for accuracy prior to being posted to the database. The "Action Submitted Date" can be considered the verification date because it is the date the sanction was officially posted to the database after QA review.
Action Date	If Board of Pharmacy is source, this is date that the Board of Pharmacy officially issued the sanction via signed Final Order. If OIG is source, this is the "EXCLDATE" in the LEIE. It is the date the provider was excluded.
Action Effective Date	Effective date of board action
Action Expiration Date	Expiration date of action (i.e. 3-year probation expires mm/dd/yyyy); optional field that can be used when a sanction has a "specified" length of time
Action Length Type	Suspension; probation etc.
Action Length Years	##
Action Length Months	##
Action Length Days	##
Action Fine Amount	Fine amount in \$\$
Description	If Board of Pharmacy is source, this is free text to describe action If OIG is source, this is the "EXCLTYPE" in the LEIE. Data includes the section of the Social Security Act and a short description of the reason for exclusion. We use the list of Exclusion Authorities that OIG published at this link: <a href="https://oig.hhs.gov/exclusions/authorities.asp">https://oig.hhs.gov/exclusions/authorities.asp</a>
Action On Appeal	Did licensee appeal action? TRUE/FALSE
Appeal Date	Optional field to be used if the sanction was formally appealed by the licensee
NCPDP Number	If the pharmacist has been identified with an NCPDP number(s), the number(s) will be displayed.
Region	If the Team Manager has defined Regions for its pharmacists, the Region(s) will be displayed here.

## How to Run Advanced Credentials – Full Report

- To run Advanced Credentials Report, click Advanced Credentials – Full Report. You will see various options to filter the report results. You may run report with or without filters selected.
  - Teams: there will be a list of the team(s) you have access to
  - Person Name: enter a single name to run a report for a single person
  - States: select one or more states
  - NCPDP numbers: enter one or more NCPDP numbers separated by commas
  - Region: if the subscriber has designated Regions, you may select them here
  - Advanced Credential Name: search for specific advanced credentials by typing in the full or partial name. When you see the advanced credential, click on it.
  - Category: select one or more categories (e.g. Immunization, Diabetes)
  - New/Expiring Options: select All Options, Not Expired, Expired, Expiring within 30 Days, New within 30 Days, No Expiration Date
- Click Download Report. Report will download as CSV file.

### Advanced Credentials - Full Report

This report will provide a downloadable file with advanced credentials information. Select the various input options below to filter your report.

<p><b>Teams</b></p> <p>All Teams ▾</p> <p><b>Person Name</b></p> <p>Person Name</p> <p><b>States</b></p> <p>All States ▾</p> <p><b>NCPDP Numbers</b></p> <p>NCPDP Numbers (comma separated values. ex: 12345, 67890, ...)</p> <p><b>Region</b></p> <p>No Regions ▾</p>	<p><b>Advanced Credential Name</b></p> <p>Search Advanced Credential Type <input type="text"/> <input type="button" value="Q"/></p> <p><b>Category</b></p> <p>All Categories ▾</p> <p><b>New/Expiring Options</b></p> <p>All Options ▾</p>
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### Advanced Credentials Report Fields Defined

Data Field	Description
First Name	First name
Last Name	Last name
NPI Number	National Provider Identifier Type 1 (individual)
NABP eProfile ID	National Association of Boards of Pharmacy (NABP) eProfile ID
Provided ID	Team Manager-provided ID number such as employee number, member number etc. If Team Manager doesn't provide, the field will repeat the eProfile ID.
Credential Name	Full name of the advanced credential
Credential Category	Category that best describes the advanced credential

Issued By	Organization/Provider that granted the advanced credential
Credential Number	Credential number (if applicable)
First Issued Date	Date user earned the credential
Last Renewed Date	Date user last renewed the credential (if applicable)
Expiration Date	Date credential expires (if applicable)
Certificate Image Available	Y or N; designates if the user has uploaded a file related to the credential (e.g. image or PDF of the certificate)
Updated Date	Date in which the data field was last updated or when the source updated the data
Verification Date	Date in which NABP completed the verification of the license data
Verification Status	Self-Attested or Verified
NCPDP Number	If the pharmacist has been identified with an NCPDP number(s), the number(s) will be displayed.
Region	If the Team Manager has defined Regions for its pharmacists, the Region(s) will be displayed here.

## Questions, feedback, or issues?

Please contact [support@pharmacyprofiles.com](mailto:support@pharmacyprofiles.com).