


# CIN-BAD QUICK REFERENCE

CIN-BAD has taken a leap  into the newest technology era. Here are a few pointers on what you can expect with the online information.

## LOG ON TO CIN-BAD



To log on to CIN-BAD, go to [www.fclb.org](http://www.fclb.org), then hover your mouse over the “About CIN-BAD” tab on the bar at the top of our home page. Click “Log on to CIN-BAD” in the drop-down menu. You can bookmark this log-in page if you wish.

**Your User ID & Password have not changed.**




## SEARCH TIPS



### SEARCH LAST NAME

To SEARCH: Your best search option is always by last name.

- The table will list the first 50 names that match your search criteria.
- You can also verify their NPI number by clicking the link to the NPPES website: [Look up an NPI \(National Provider Identifier\) number: https://nppesregistry.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do](https://nppesregistry.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do)
- If you wish to narrow your search down further and eliminate clicking through pages of names to find a “William”, for example, you can narrow your search further by clicking [Would you like to narrow your search?](#)  [Click Here](#)

Fill in up to three characters and a new display table will update your search results.

Clicking on the doctor’s name will display the full CIN-BAD report. If a doctor’s name does NOT appear on the list, it simply means that there have been NO board actions and/or NO Medicare sanctions reported to the database, and we have not yet captured any licensure data on that person.

## ACCOUNT MAINTENANCE

ACCOUNT MAINTENANCE allows you to change your personal User Name and/or Password if you are a regular user, or if you are an administrative level user, you can change your own User ID and Password as well as add, edit or deactivate other users in your CIN-BAD access account.

**Make  
changes  
to your  
CIN-BAD  
account**



## ACCOUNT REPORTS



**Identify account activity  
by date or by individual(s)**

**ACCOUNT REPORTS** allows you to view previous CIN-BAD activity by date and by individuals. Set your date parameters and select individuals, then click “Search”.

Starting Date:	<input type="text"/>	Ending Date:	<input type="text"/>
Transaction:	<input type="text" value="All Transactions"/>	Select Individual:	<input type="text" value="All Members"/>
<input type="button" value="Search"/>			

See who has conducted searches on your CIN-BAD account and names of those they have searched.

## STATISTICS



### Who Reports?

Are you  
current?

How many doctors have  
actions?


STATISTICS about the Official Actions Database are available. Find out who reports to CIN-BAD, how many actions each jurisdiction has reported and if they are current in their reporting. There is also information on Medicare sanctions, by infraction, from the Department of Health & Human Services.

## NEW FEATURES: VIEW / ADD ACTIONS

CIN-BAD ONLINE REPORTING has been updated with many new features. Click "CIN-BAD/NPDB Entry":

**VIEW /  
ADD  
ACTIONS**



- ◆ To **VIEW** a previously submitted action, click "View" in the Report column
- ◆ To **ADD** a new action, click the  on the blue heading bar

**New ONLINE  
REPORT  
features  
designed  
to make  
reporting  
more  
streamlined!**



## NEW FEATURES: AUTO-FILL

Your information, as the Submitter, will be displayed in the Submitter Information box. (Please notify us of corrections for future reference.)


You have **two options to find a practitioner already in the database** –



- ① Double-click in the "First Name" box, then type in the name of the doctor in the search boxes. If there is a match, click  next to the person's name; **OR**
- ② Type the doctor's last name in the "Last Name" box and you can  by clicking the drop-down arrow, then select the name.

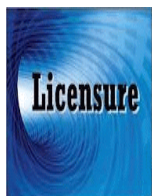
Doing this will enable the system to "pre-populate" the form with data that is already in the database, plus avoid creating a duplicate name in the system.

If there are no matches by using the First Name or Last Name Search, the doctor is not listed in the database and you need to simply type in his/her name and contact information as it will be displayed in CIN-BAD.

Any addresses that are listed on an existing doctor will be displayed in the Address section, however they will be "grayed out". If you need to add a new address to those previously listed, click the  and fill in a new address.

## LICENSE INFORMATION

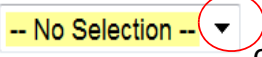
- **Jurisdiction**
- **Format**
- **Number**
- **Status**




If the doctor is "Not Licensed" in your jurisdiction, please check the box **Not Licensed**

then indicate your **Jurisdiction:**



For **License Format:**  click the drop-down box to select the appropriate format of the doctor's license number. This enables the system to accept every digit / letter your board uses in your license number pattern.

...then fill in the **License Number:** 

Tell us when the doctor was initially licensed, when the license expires and the current license status.

If you know that this doctor is also licensed in another jurisdiction, please select the jurisdiction from the drop-down box. If there is more than one, click the  to add additional jurisdictions.

## REPORTING SECTION

**SUBMITTING REPORTS**



Indicate whether or not you wish the actions you are submitting to be reported to the HPDB database by selecting "Yes" or "No" from the "Report to NPDB" drop-down box. If the FCLB is NOT designated as your reporting agent to NPDB\*, select "No"

**REPORT TO NPDB?** 

Select your jurisdiction from the drop-down box, then fill in the COMPLAINT/CASE #. If you don't have a case number check the box next to "No case number"

Complaint / Case Ref #



Check if no case number

If you would like the FCLB to serve as your reporting agent to the NPDB database, please contact Bridget Seader at the FCLB offices. This is a FREE service to your Board.

## CIN-BAD VS. NPDB CODES

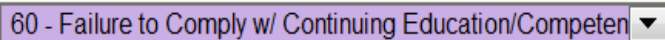
**CIN-BAD AND NPDB BASIS AND ACTIONS CODES** are now displayed side by side and are connected by corresponding code numbers. For example:



**CODING UPGRADES**

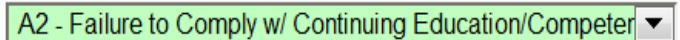
- if you select CIN-BAD **basis code** 60 (failure to comply with CE requirements), a code A2 will automatically be filled in under the NPDB Basis Code section (refer to the CIN-BAD/NPDB code conversion chart for a complete list of codes):

### Cin-Bad Basis 1



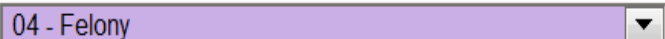


### NPDB Basis 1



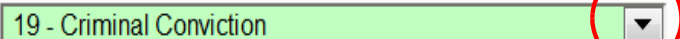
- if you select CIN-BAD **basis code** 04 (Felony), the corresponding NPDB Basis codes will be displayed in the drop-down box for you to select the appropriate code. (Your choices will be a Code 18 (deferred adjudication), Code 19 (Criminal Conviction) or a Code B1 (Nolo Contendere Plea))

### Cin-Bad Basis 1





### NPDB Basis 1



(This same principle applies to all CIN-BAD and NPDB **Action Codes**)

## ADDING MORE CODES

TO ADD ADDITIONAL BASIS CODES AND/OR ACTION CODES, click the 

- (Up to **five** basis codes and up to **five** action codes are allowed)

If you have more than five basis and/or action codes, please use the “**General, Confidential comments for the FCLB Staff**” section to disclose any additional codes.



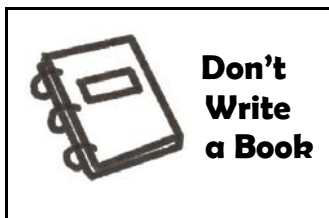
## ACTION CODES

Be sure to include the “**LENGTH OF ACTION**” for each action that you report. Your choices:

- Permanent
- Indefinite
- Specific (specify number of days, months and/or years)

Please tell us if their license will be **AUTOMATICALLY REINSTATED** to good standing at the end of the action period (answer yes) or if they need board-approval before their license will return to good standing at the end of the action period (answer no)

## WRITING NARRATIVES




**GENERAL NARRATIVE:** A general narrative is required. Factually sufficient narratives do not need to be lengthy, but should clearly describe the act(s), omission(s), reason(s) and circumstance(s) of the action being reported, and should be easily understood by a knowledgeable reader.

These comments will appear on the official public report.

Keep in mind also that the NPDB databank no longer allows us to refer to website addresses / links in the narrative.

## NEED TO RESEARCH SOME MISSING INFORMATION? INTERRUPTIONS??

You can now opt to  – store your document as a Draft, avoiding having to start over on the entire report. Come back to it later by logging in, click “CIN-BAD/NPDB Entry, then select  from the table.

## SUBMIT! ... PRINT FOR YOUR FILES

**NOW YOU'RE READY TO**

Once your form has been submitted, it goes to a queue to be processed by FCLB staff before displaying on the live database.

Once you make your submission, you will have the option to **View/Print** your submission report, **OR** you can choose to enter another report:

Your Online CINBAD Entry Was Successful

<a href="#">Return to List</a>
<b>Your Online Submission was Successful</b>
Your Case Reference Number Is 13542-142-120220
<input type="button" value="Enter Another Report"/>
<b>Print a report of your entry</b>
<input type="button" value="View / Print Report"/>



By **viewing** your report entry you will be able to **print a summary report** of the information that you submitted for the CIN-BAD database to keep for your files.

If you choose to **“Enter Another Report”**, you can submit all of your reports at once, then go back to the “CIN-BAD/NPDB entry button, and click “VIEW” in the report column to print each of your submission reports for your records.

Click on the "+" to report CIN-BAD / NPDB information.

Seq:	Date Entered:	Practitioner Name		Report
1893	8/6/2015 4:00:53 PM	Test Doctor	+	VIEW

### MISTAKES HAPPEN...



**IF** you find that you have submitted something in error, please notify Bridget at the FCLB offices. She can quickly and easily make any adjustments to your submission(s) for you, alleviating you going back in and doing a re-submission.

Contact her via email at [bseader@fclb.org](mailto:bseader@fclb.org) or call 970-356-3500.

### SAY GOODBYE 'TIL NEXT TIME

**DON'T FORGET TO**  when you are done. It helps keep our system running as efficiently as possible for many users.



### CALL US ANYTIME! WE LIKE YOU!



And we hope you will “Like” us! **PLEASE DON'T HESITATE TO CONTACT US IF YOU HAVE ANY QUESTIONS. WE'RE HAPPY TO HELP!!**



### FEDERATION OF CHIROPRACTIC LICENSING BOARDS

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