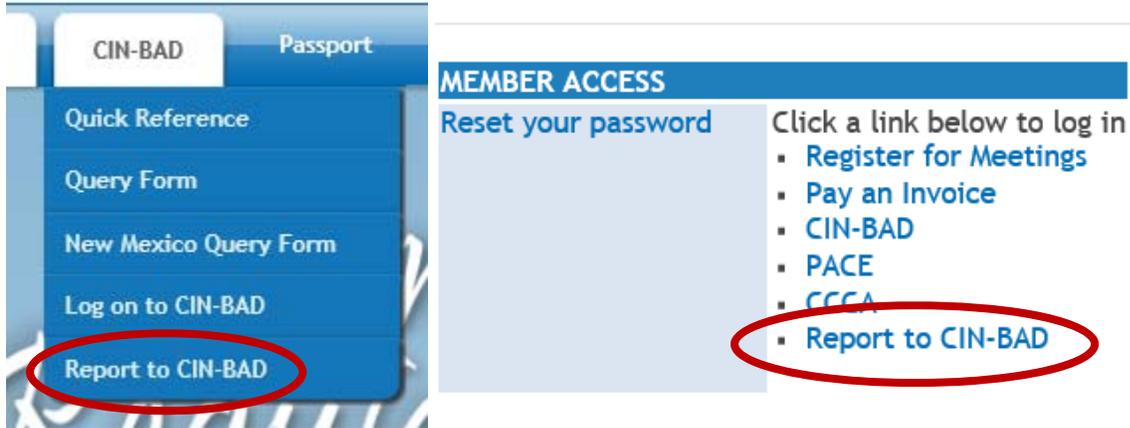


Instructions for Reporting to the New CIN-BAD

Click “Report to CIN-BAD” on the CIN-BAD tab drop down at the top of the FCLB.org home page, or under Member Access on the bottom left of your screen.



Log in using your email address (username) and password.

Complete the submitter and practitioner information sections. Please note that Date of Birth and SSN are required for reporting to NPDB. FCLB will NOT display or disclose SSN to users or on query reports.

Helpful notes appear when you click within an entry box.

Submitter Name: <input type="text" value="Biff Buffly"/>	Submitter Phone: <input type="text"/>
Submitter Licensing Board (Jurisdiction): <input type="text" value="New Colorado"/> This field is required	Submitter Email Address: <input type="text" value="krwebb04@msn.com"/>
Practitioner Information:	
Practitioner First Name: <input type="text"/>	Practitioner Middle Name/Initial: <input type="text"/>
Practitioner Last Name: <input type="text"/>	Practitioner Suffix: <input type="text"/>
Deceased: <input type="text" value="Please Select"/>	

Enter licensure information, if available. Indicate whether the individual is a DC or CA. Additionally, NPDB allows for clinic sanctions, so they may be reported here. However that information is not tracked by FCLB.

Enter the Basis and Action Information. Jurisdiction, date of action, and Complaint/Case ref # are required. If there is no case reference number, enter “NONE.”

Select whether this is a new report or a revision to action. The system will refresh with the appropriate codes.

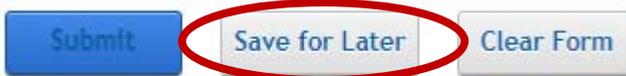
Is this a new report or a Revision to Action (basis code 00)?:

- New Report
 Revision to Action (Basis Code 00)

If FCLB is designated as your reporting agent and you wish us to report this information to NPDB, select that option and NPDB codes will be available for selection.

Action codes have available fields for reporting fines/assessed fees, as well as length of action and reinstatement options. If not applicable, leave these blank.

The system times out after half an hour of inactivity. If you need to save and finish later, make sure you have entered the submitter email address and then scroll to the bottom of the page and select "Save for Later." An email confirmation and link to access your saved data will be emailed to you.



When you have finished entering a report, click "Submit" at the bottom of the page. You will be redirected to a confirmation page and automatically receive an email recap of your submission.



If you are not redirected, it is likely there is missing data preventing the report from submitting. Scroll back to the top of the form to view a list of missing fields.

- Missing Data: Submitter Name
- Missing Data: Licensing Board
- Missing Data: Email Address
- Missing Data: Practitioner First Name
- Missing Data: Practitioner Last Name
- Missing Data: Deceased
- Missing Data: License Jurisdiction
- Missing Data: Basis and Action Jurisdiction
- Missing Data: Date of Action
- Missing Data: Complaint/Case Ref #

Missing fields will be also marked with ! within the form.

Once you have submitted a report, you will receive a confirmation email from bseader@fclb.org with all of the reported information. Please save that report for your records. Additionally, please make certain that bseader@fclb.org is on your approved sender list. If you don't receive the confirmation email within ten minutes, please check your SPAM folder.

Confirmation emails will include a link to allow you to edit and resubmit reports, should you discover an error upon review. These links are only valid for 24 hours.

Requests to add users with reporting access must be submitted by board administrators or existing users with reporting rights via email to bseader@fclb.org. Email requests should include the first and last name, licensing board, and email address of the new user.