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August 16, 2004

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To: All Nursing Facility Administrators

Re: Provider Letter # 04-20 - New Web Site and Revised Nurse Aide Registry (NAR)
Form 13 for Employment Verification

The purpose of this letter is to inform you of an additional web site now available for verification of nurse aide status and of the revised Nurse Aide Registry (NAR) *Form 13 - Facility Nurse Aide Employment Verification*.

New Nurse Aide Verification Web Site

The Texas Department of Human Services (DHS) has contracted with Promissor, Inc., to develop, administer and score nurse aide examinations for Texas. Promissor, Inc., has developed a searchable nurse aide verification web site that can be accessed online at <http://www.promissor.com>. Upon accessing the web site, select *Registry Services* located under the heading "**Find Other Services**" and then select the following links sequentially:

- "Texas Nurse Aides"
- "Search the Nurse Aide Registry."

The links will direct you to a secure site where you can search for a nurse aide status by last name, then first name or date of birth, or both. You may also search by the nurse aide's registration number or social security number. You may enter one number for each nurse aide and can enter up to twelve (12) numbers at one time. For documentation purposes, please print the nurse aide's status screen for your file.

Promissor's nurse aide verification web site is a supplement to DHS' current 1-800-452-3934 Nurse Aide Registry and searchable sanction database at <http://www.dhs.state.tx.us/programs/ltc/credentialing/sanctions/index.cfm>. The 1-800 number and searchable sanction database will continue to be available to verify the status of nurse aides and other unlicensed personnel.

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Revised NAR Form 13 - Facility Nurse Aide Employment Verification

The NAR Form 13 has been revised to reflect updated instructions. All NAR forms are available for download at www.dhs.state.tx.us/programs/ltc/credentialing. We ask that you download each of these forms for your use and/or for the use of nurse aides wishing to verify employment or make changes to registry information.

If you have any questions, please see "Frequently Asked Questions" (FAQ's) at <http://www.dhs.state.tx.us/programs/ltc/credentialing/nar.html>, or contact the nurse aide registry at (512) 231-5829.

Sincerely,

[signature on file]

Veronda L. Durden
Acting Assistant Deputy Commissioner
Long Term Care-Regulatory

VLD:skp