



**OPA DATABASE GUIDES**  
**FOR**  
**PUBLIC USERS - REPORTS**

**MARCH 2013**  
**VERSION 5.0**

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# REPORTS

**Objectives:**

- Accessing Reports
- Generating Reports

**REPORTS**

**DETAILS**

**EXAMPLE**

**Reports**

- Reports menu and Reports link under Useful Links section navigates to a landing page to select and generate specific business Reports.
- Most reports can be downloaded into Microsoft Excel spreadsheets and can be saved.
- Most frequently generated reports are Daily Reports for the three business areas: Covered Entity, Contract Pharmacy and Manufacturers.
- Daily Reports are generated with a date and timestamp as of yesterday and the information is derived by that date and timestamp.



*It may take several minutes for a report to download the first time a report is being run.*

The screenshot shows the HRSA Office of Pharmacy Affairs website. The 'Reports' link in the top navigation bar is highlighted with a red box. Below the navigation bar, there are sections for 'Useful Links', 'Covered Entities', 'Contract Pharmacies', and 'Manufacturers'. The 'Useful Links' section includes links for Help, Reports, User Guides, Forms, Termination Codes, Archived Medicaid Exclusion Files, Covered Entity Acronyms, and Notes. The 'Covered Entities' section includes links for Search Covered Entities, Search Medicaid Exclusion File, Register a Covered Entity, Register an Outpatient Facility, and Submit Change Request. The 'Contract Pharmacies' section includes links for Search Contract Pharmacies, Register a Contract Pharmacy, and Request Contract Terminations. The 'Manufacturers' section includes links for Search Manufacturers and Register a Manufacturer. Below these sections, there are 'What's New' and 'Important Notifications' sections. The 'What's New' section includes a 'HEALTH CENTER RECERTIFICATION UPDATE (9/18/2013)', 'DATABASE ENHANCEMENTS (5/14/2012)', and a list of updates. The 'Important Notifications' section includes an 'UPDATE FOR COVERED ENTITY/CONTRACT PHARMACY REGISTRATIONS (1/29/2013)' and a table of registration types and contact information.

You are entering an official US Government computer network (EVEN save your user ID or password when accessing this system especially on non-government computers). Please Note: You are entering an official United States government system, which may be used only for authorized purposes. This system may contain sensitive HRSA information within the meaning of 12 CFR 4.226. This subject's use and disclosure restrictions, specified at 12 CFR 4.17. The unauthorized use or disclosure of nonpublic HRSA information or the unauthorized modification of any information stored on this system may result in criminal prosecution or administrative proceedings.

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0127. Public reporting burden for this collection of information is estimated to average one to two hours per response for registration and form requests for certification, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-29, Rockville, Maryland 20857.

HRSA Privacy Policy Notice: OMB Number: 0915-0127, Expiration: 10/31/2015  
 U.S. Department of Health and Human Services (HHS) April 01, 2013  
 Health Resources and Services Administration (HRSA) 821 A01 ET  
 Office of Pharmacy Affairs (OPA) - 340B Program Call Us: 1-888-368-2702  
 Questions, Comments, or Suggestions Email Us: [APAuserservice@hhs.gov](mailto:APAuserservice@hhs.gov)

REPORTS

DETAILS

EXAMPLE

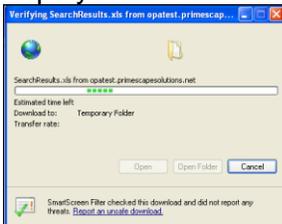
**Accessing and Generating Reports**

1. Click on a Reports link and the Reports landing screen displays.



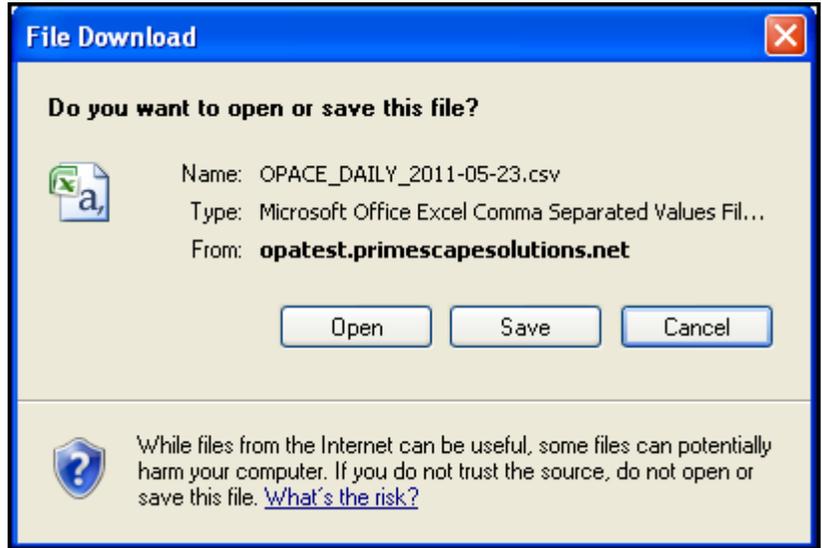
Click on the to expand the type of reports (i.e., Daily Reports).

2. Click on a link and the applicable report displays.
3. Select  button to open file, or  button to save file.
4. Verify Search Results window displays.



5. Click the  button to and the Excel spreadsheet displays. Or, Click the  button to cancel.

- Excel spreadsheet displays. This is a partial view.



	A	B	C	D	E	F	G	H	I	J	K
1	Grant Number	345B ID	Entity Type	Participat	Participating In Term Date	Termination Code	New Record ID	Old Record ID	Entity Name	Entity Sub-Division Name	
14	H37R000048	BL030740	BL	TRUE	10/1/1999				STONE MOUNTAIN HEALTH SERVICES	ST CHARLES HEALTH COUNCIL	
15	H37R000048	BL03074A	BL	TRUE	7/1/2008				STONE MOUNTAIN HEALTH SERVICES	ST CHARLES HEALTH COUNCIL	
16	H37R000048	BL03074B	BL	TRUE	7/1/2008				STONE MOUNTAIN HEALTH SERVICES	VANSANT RESPIRATORY CARE CEN	
17	H37R000047	BL031790	BL	TRUE	4/1/1995				CENTERVILLE CLINICS INC	J. A. YABLONSKI MEMORIAL CLINIC	
18	M80C000561	BL032280	BL	FALSE	4/1/2007	7/1/2011	20		COMMUNITY HEALTH FOUNDATION		
19	H37R000050	BL040600	BL	TRUE	10/1/2004				MOUNTAIN COMPREHENSIVE HEALTH CORP.	WHITESBURG MEDICAL CLINIC	
20	H37R000050	BL04060B	BL	TRUE	10/1/2004				MOUNTAIN COMPREHENSIVE HEALTH CORP.	LEATHERWOOD/BLACKLEY MEDICA	
21	H37R000050	BL04060D	BL	TRUE	10/1/2004				MOUNTAIN COMPREHENSIVE HEALTH CORP.	OWENLY COUNTY MEDICAL CLINIC	
22	H37R000050	BL04060H	BL	TRUE	10/1/2004				MOUNTAIN COMPREHENSIVE HEALTH CORP.	BUCKHORN MEDICAL CLINIC	
23	H37R000050	BL04060J	BL	TRUE	10/1/2004				MOUNTAIN COMPREHENSIVE HEALTH CORP.	HARLAN MEDICAL CENTER	
24	H37R000053	BL050040	BL	TRUE	7/1/1998				SHAWNEE HEALTH SERVICE		