

## Covered Entities Guide for Public Users

### Submitting a Manual Change Request Form

This guide describes how to submit a manual change request form when the Authorizing Official listed in the 340B Database is no longer available. An online change request cannot be submitted until Authorizing Official information is up to date.

Other tasks that require a paper form be manually submitted in addition to incorrect Authorizing Official information are:

- Updating qualification information
- Covered entity termination
- Contract pharmacy information

This guides takes you through the steps necessary to determine if a change request form must be completed manually and emailed to OPA. The **340B Participant Change Form** for manual submissions is available by clicking the **Forms** link in the **Useful Links** section on the 340B Database home page. Completion instructions are at the end of the form.

### Verifying the Authorizing Officer Information

- 1) On the 340B Database home page, click **Change Request** in the “**What Would You Like to Do?**” section.



**Note:** You can also select **Submit a Change/Termination Request** from the **Change Request** tab in the menu at the top of the home page.

- 2) On the Change Request screen, click *Submit a Change/Termination Request*.



The **Search Criteria – Instructions** page displays, asking for verification of the Authorizing Official information listed for the entity.

- 3) **340B ID:** Enter the entity ID number and click the  button.

**Search Criteria**

**Instructions:**

Please use the database's **Search Covered Entities** function to verify your entity's Authorizing Official before submitting an online change or termination request. If the Authorizing Official listed in the database for your entity is no longer correct, but that individual is still available to certify the request (via email), you may continue with the electronic change and/or termination request process.

If the existing Authorizing Official is NOT available, you must cancel this request and submit a **manual change request form** with the new official's name and contact information. Once that request has been approved by OPA, you may proceed online with the change and/or termination request.

You will receive an automated confirmation e-mail after submitting your request; the Authorizing Official on record for your covered entity will receive a separate e-mail with further instructions for accepting or rejecting the proposed changes or accepting or rejecting the termination request.

**Note:** You can search for an entity using a partial ID of at least four alphanumeric characters. Search results will retrieve all covered entities whose ID number contains the identical character string.

- 4) Select the desired entity and click the  button.

**Search Results:**

**Instructions: Select a single Covered Entity.**

The number of rows returned: 8

Rows/Page:

Select One	340B ID	Entity Type	Entity Name	Subdivision Name	Address	City	State
<input type="radio"/>	SCH050335-26	SCH	SONORA COMMUNITY HOSPITAL DBA SONORA REGIONAL MEDICAL CENTER	Sonora Regional Surgery Center	905 Morningstar Drive	Sonora	CA
<input checked="" type="radio"/>	SCH050335-27	SCH	SONORA COMMUNITY HOSPITAL DBA SONORA REGIONAL MEDICAL CTR	Yosemite Joint Replacement	680 GUZZI LANE SUITE 102	SONORA	CA

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**Note:** For instructions on customizing how search data is presented on the **Search Results** page see the [Searching for a Covered Entity](#) user guide.

- 5) The **Contact Information** page for the entity displays showing contact information the Authorizing Official and primary contact.

SCH050335-27 - SONORA COMMUNITY HOSPITAL DBA SONORA REGIONAL MEDICAL CTR

**Contact Information**

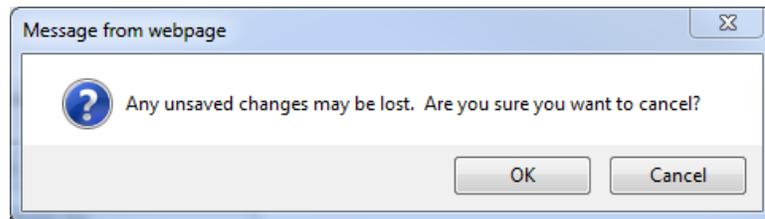
You will be able to update the Authorizing Official information as needed during the Termination or Change Request submission process. Please select Continue to select a Termination or Change Request.

**Authorizing Official**  
Name: Andrew Jahn  
Title: PRESIDENT/CEO  
Phone: 209-538-5012 Ext:  
Email: \*\*\*\*\*@\*\*\*\*.\*\*\*

**Primary Contact**  
Name: KRYSTAL LOGSDON  
Title: 340B PROGRAM SPECIALIST  
Phone: 209-538-3704 Ext:  
Email: \*\*\*\*\*@\*\*\*\*.\*\*\*

Continue Cancel

- 6) Review the **Authorizing Official** and **Primary Contact** information for your entity. If this information is incorrect but the listed person is still available to certify the request, you may continue with the online Change Request [[Submitting a Change Request](#)].
- 7) Click the  button. A message displays that any entries you have made will be lost.



- 8) Click the  button.

Any entries you have made cancelled and you are returned to the home page.

## Submitting a Manual Change Request Form

- 1) On the 340B Database home page, click the **INTERESTED IN LEARNING MORE?** button.

HRSA Office of Pharmacy Affairs  
340B Database

Home Search Register Change Request Reports/Files

Welcome to 340B Drug Pricing Program Database

WHAT WOULD YOU LIKE TO DO?

Search Register Change Request Reports/Files

HAVE QUESTIONS?  
Contact the 340B Prime Vendor

ApexusAnswers@340Bpvp.com 1-888-340-2787 www.340bvpv.com

8AM-5PM CT Mon-Fri

INTERESTED IN LEARNING MORE?

- 2) On the **Useful Links** page, click **Forms**.

## Useful Links

- Help
- User Guides
- Forms
- Termination Codes
- Covered Entity Acronyms
- Notes
- Hospital Registration Instructions

HRSA's **Forms** page displays.

3) Click the **340B Participant Change Form**.

The PDF form downloads to your computer.

Detailed instructions for manually completing the paper **340B Participant Change Form** are found at the end of the form.

When you have completed the form, email it as an attachment to [opastaff@hrsa.gov](mailto:opastaff@hrsa.gov). OPA will review and verify the updated information.

You and the new Authorizing Official will receive an automated email confirming your manual request. The Authorizing Official will receive email instructions for accepting or rejecting the requested change.

(Back to [Getting Started Guide for Public Users.](#))

## Other Covered Entities User Guides

[Searching for a Covered Entity](#)

[Viewing Search Results](#)

[Exporting Search Results Data](#)

[Registering a Covered Entity/Outpatient Facility](#)

[Submitting a Change Request](#)

[Terminating a Covered Entity](#)

[Reviewing the Covered Entities Daily Report](#)