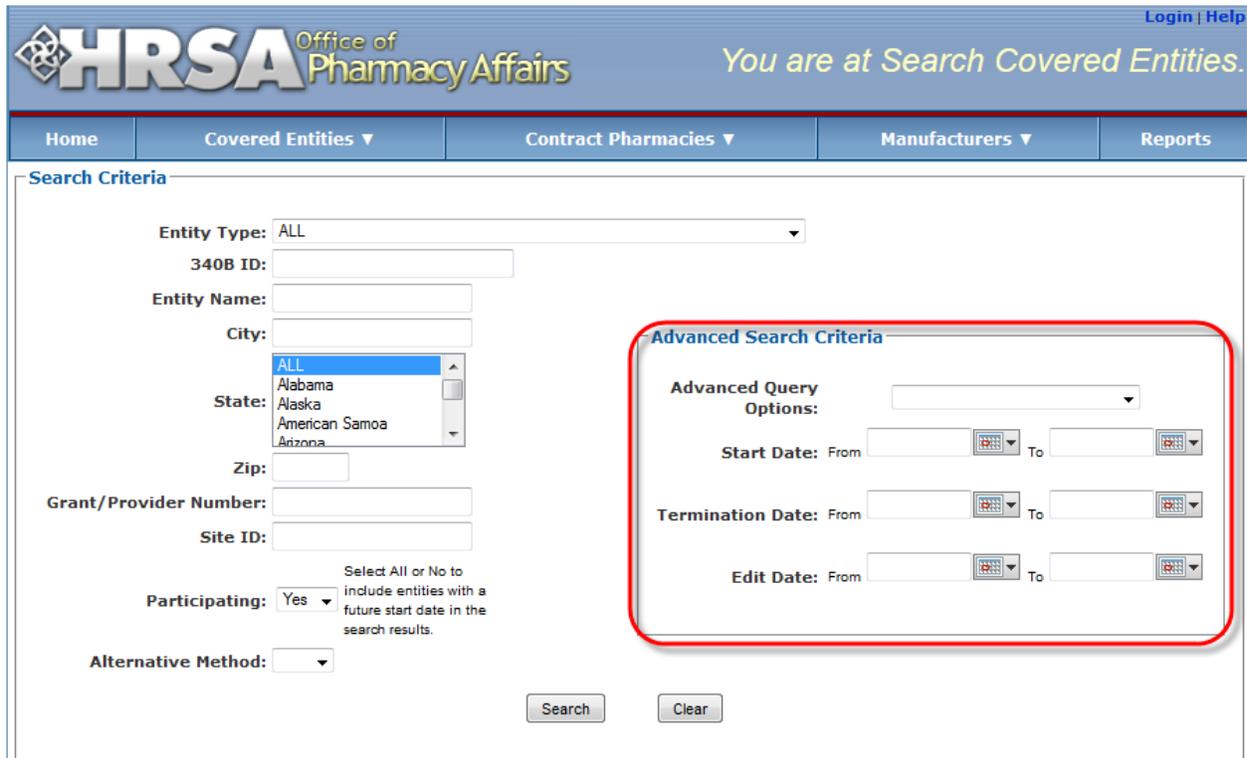


## Covered Entities Guide for Public Users

### Using Advanced Search Features

For some searches you may need more refined features than what is available in basic searches. The primary benefit of the **Advanced Search Criteria** section is that it enables you to search entities by new this quarter and the next, and terminations for this quarter and the next. This guide describes how to use those date features to refine your search.

Presumably, you have already begun your search [[Searching for a Covered Entity](#)] and are looking at the **Search Criteria** page. Note the **Advanced Search Criteria** section on the right side of the page.



#### Steps

Steps for using advanced search features:

- 1) **Advanced Query Options:** You can refine your search to entities added this quarter or next, or terminated this quarter or next.

**Advanced Search Criteria**

**Advanced Query Options:**

**Start Date:** From [ ] To [ ]

**Termination Date:** From [ ] To [ ]

**Edit Date:** From [ ] To [ ]

- 2) **Start Date From / To:** The advanced query start date selection auto-populates the date range with

beginning and ending dates in the quarter you selected. You can edit this range.

- 3) **Termination Date From / To:** Your advanced query termination date selection auto-populates the date range. You can edit this range. [[Terminating a Covered Entity](#)]
- 4) **Edit Date From / To:** Manually enter dates for the time range during which covered entity information was edited or select the dates from the calendar icon.
- 5) Click  to initiate your search.

**Tips for speeding up your search:**

- Enter only partial names. Search will return all facilities with a matching sequence of characters. For example, enter 'East.' Search results will include all facilities with those characters, such as Eastern Hospital, Southeast Center, etc.
- To select a state, enter only the first letter of the state. The list jumps to the first state with the matching first letter. If this isn't the state you want, press the letter again to go to the next state. For example, to select Maryland, press 'M.' Maine displays. Press 'M' twice more to highlight Maryland.
- You can select multiple states by holding down the [Control] key as you highlight each state.
- You can a range of states by selecting first state at the beginning of the range, hold down the [Shift] key and highlight the last state in the range. All states in between will be highlighted.

- 6) Select the entities from the list of facilities matching your criteria by clicking the link in the **340B ID** column. The entity's record displays. [[Viewing a Cover Entity Record](#)]

**Search Results:**

The number of rows returned: 1110      Rows/Page: 200    Set      Show Search Criteria      Export Results

<input type="checkbox"/> Select All	340B ID	Entity Type	Entity Name	Sub Name	Address	City	State	Start Date	Term Date	Edit Date
<input type="checkbox"/>	CAH031317-00	CAH	La Paz Regional Hospital		1200 Mohave Road	Parker	AZ	04/01/2014		01/28/2014
<input type="checkbox"/>	CAH031317-01	CAH	La Paz Regional Hospital	Parker Medical Center	805 Fiesta Ave	Parker	AZ	04/01/2014		03/28/2014
<input type="checkbox"/>	CAH031317-02	CAH	La Paz Regional Hospital	Tri-Valley Medical Center	39726 Harquahala Road	Salome	AZ	04/01/2014		03/28/2014
<input type="checkbox"/>	CAH031317-03	CAH	La Paz Regional Hospital	La Paz Medical Services	150 E. Tyson Road	Quartzsite	AZ	04/01/2014		03/28/2014

7) For a hardcopy of the entity record, press  .

If you want to generate a report of all the covered entities in the 340B Database, click [Reports > Covered Entity Daily Report](#). In Excel spreadsheet format, it contains both active and inactive entities.

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## Other Covered Entities Guides

[Searching for a Covered Entity](#)

[Viewing a Covered Entity Record](#)

[Exporting Search Results Data](#)

[Downloading the Medicaid Exclusion File](#)

[Downloading the Orphan Drug Selection File](#)

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

[Submitting a Change Request](#)

[Reviewing the Covered Entity Daily Report](#)