



**Centers for Medicare & Medicaid
Services**

Clinical Laboratory Fee Schedule (CLFS)

Submitter User Manual

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Table of Contents

1. Introduction.....	4
1.1 What is the Clinical Laboratory Fee Schedule Data Collection Module?.....	4
1.2 Purpose of the CLFS module	4
1.3 Points of Contact.....	4
2. CLFS Module Welcome Page	5
2.1 First Time Users.....	6
3. Laboratory Information	7
3.1 Add Laboratory Information	7
3.2 Edit Laboratory Information	10
4. Data Reporting	14
4.1 Add Applicable Information	14
4.2 Data Reporting – Add Applicable Information (Manually).....	22
4.3 View/Edit Applicable Information.....	25
5. Generate One-Time Password.....	27
6. Corrections.....	28
Appendix A: Acronyms.....	29

List of Figures

Figure 1: CLFS Module Welcome Page - CLFS Submitter	5
Figure 2: Laboratory Information Page	7
Figure 3: Laboratory Information: NPI File Upload	8
Figure 4: Laboratory Information – Laboratory Information Saved Page	9
Figure 5: Edit Laboratory Information - Multiple TINs	9
Figure 6: Unassign Registered TIN Button.....	10
Figure 7: Unassign TIN Confirmation.....	11
Figure 8: TIN Deleted Successfully.....	11
Figure 9: Add/Edit Laboratory Information - Remove NPI	12
Figure 10: Delete NPI Confirmation	13
Figure 11: NPI Deleted Successfully.....	13
Figure 12: Add Applicable Information - Upload.....	15
Figure 13: Data Reporting – List HCPCS Tab.....	16
Figure 14: Data Reporting - Upload Applicable Information	18
Figure 15: File Directory Window	19
Figure 16: Filename Window Populated	19
Figure 17: Data Reporting - File Uploaded.....	20
Figure 18: Upload Data - Upload History Tab	21
Figure 19: Data Reporting - Enter Applicable Information	22
Figure 20: Data Saved Successfully	23
Figure 21: Data Reporting - Validation Errors	24
Figure 22: Data Reporting - View/Edit Applicable Information Tab.....	25
Figure 23: Data Reporting - Data Updated Successfully	26
Figure 24: Data Reporting - Delete All Data Confirmation.....	26
Figure 25: Generate One Time Password.....	
Figure 26: One-Time Password Generated	27

1. Introduction

1.1 What is the Clinical Laboratory Fee Schedule Data Collection Module?

The Protecting Access to Medicare Act of 2014 (PAMA), required significant changes to how Medicare calculates payment rates for clinical diagnostic laboratory tests (CDLTs) and advanced diagnostic laboratory tests (ADLTs) under the Medicare Part B Clinical Laboratory Fee Schedule (CLFS). Beginning January 1, 2018, private payor rates from applicable laboratories became the basis for the revised CLFS.

The CLFS module collects information from applicable laboratories that is used to calculate payment rates for laboratory tests paid on the CLFS. Applicable laboratories, through their reporting entity, must use the CLFS module to submit and certify applicable information, that is, private payor rate data, to the Centers for Medicare & Medicaid Services (CMS).

This document provides guidance that will assist users during the completion of the following processes:

- Register as a CLFS Submitter in this specific data collection system (If you have not yet registered in the CMS Identity Management System, please do that first).
- Report Applicable Information
- Certify Reported Applicable Information

1.2 Purpose of the CLFS module

The CLFS module is a component of the Fee-for-Service Data Collection System (FFSDCS).

The CLFS module accepts applicable information from applicable laboratories. The data are validated, stored, and used to calculate payment rates for laboratory tests paid on the CLFS.

The CLFS module supports the following business processes:

- CLFS User Registration
- CLFS Applicable Laboratory Data Reporting
- CLFS Applicable Laboratory Data Certification

The following high-level business requirements for CLFS are implemented:

- Applicable Laboratories through their reporting entity shall report applicable information to CMS.
- The CLFS module shall identify consistency errors found in submitted data.

1.3 Points of Contact

FFSDCS (CLFS) Module Helpdesk

- Email: CLFSHelpDesk@dcca.com
- Phone: 844-876-0765
- Policy and Legal questions: CLFS_Inquiries@cms.hhs.gov

2. CLFS Module Welcome Page

After logging in to the [CMS Enterprise portal](#), the CLFS module Welcome Page displays content based on user role – Submitter or Certifier - and the privileges assigned to the user role. The CLFS module Welcome Page is shown in Figure 1 for CLFS Submitters. If you have not yet completed the CMS Identity Management registration, please stop here and finish that first. The user guide for this process is available on the [CLFS Reporting](#) webpage.

The Welcome Page displays important alerts, information about CLFS, and the business process flow. From here, you can navigate to the Laboratory Information, Data Reporting, and Generate One-Time Password pages. You can also download the **CLFS Data Reporting Template** by clicking the button at the bottom of this page. The template can be used to upload laboratory test data directly into the system. Refer to Figure 1.

Current Reporting Period: 2026
Data Collection Submission Window: 05/01/2026 - 07/31/2026
Number of Days Remaining: Opens in 70 days

Data Collection Type: ADLT and CDLT
Last CDLT Data Period: 2025

What is the Clinical Laboratory Fee Schedule Data Collection System?

The Protecting Access to Medicare Act of 2014 (PAMA), requires significant changes to how Medicare pays for clinical diagnostic laboratory tests (CDLTs) under the Medicare Part B Clinical Laboratory Fee Schedule (CLFS). Beginning January 1, 2018, private payor rates from Applicable Laboratories will be the basis for the revised CLFS.

The CLFS Data Collection System collects information from Applicable Laboratories that is used to calculate payment rates for laboratory tests paid on the CLFS. Applicable Laboratories, through their reporting entity, must use the CLFS Data Collection System to submit and certify applicable information, that is, private payor rate data, to Centers for Medicare & Medicaid Services (CMS).

Purpose of the CLFS Data Collection System

The CLFS Data Collection System is a component of the Fee-for-Service Data Collection System. The CLFS data collection system accepts applicable information from applicable laboratories. The data is validated, stored, and used to calculate payment rates for laboratory tests paid on the CLFS.

CLFS User Role Overview

Submitter | Certifier

An individual of the Applicable Laboratory who is appointed as data submitter to provide Applicable Laboratory data through approved file uploads or manual data entry into the CLFS data collection system.

Business Process Flow - Submitter Role

- 1 Associate your Laboratory TIN with NPI information on the [Laboratory Information](#) page.
- 2 Report laboratory data on the [Data Reporting](#) page.
- 3 Generate a one-time password to provide to your laboratory data certifier on the [Generate One-Time Password](#) page.
- 4 Report any system-related issues (e.g., system issues, data submission issues, TIN related issues) to the [CLFS Help Desk](#).

CLFS Data Reporting Template

Figure 1: CLFS Module Welcome Page - CLFS Submitter

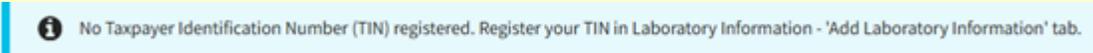
2.1 First Time Users

If you are submitting data for the first time, you will need the following information before you begin:

- Taxpayer Identification Number (TIN) used when you completed your IDM registration
 - Only one TIN is needed for IDM registration. If you have multiple TINs, you will be able to add them later in the module.
- Laboratory Name
- National Provider Identifier (NPI) (you must have at least one NPI to associate yourself to the laboratory. Instructions for users with multiple NPIs are in the next section.)

Gather this information before proceeding to the **Laboratory Information** tab.

NOTE: You must enter the Laboratory Information first. You will not be able to do any other tasks in the system until you do, and you will see the following error message:

A light blue banner with a white information icon on the left and text on the right.

i No Taxpayer Identification Number (TIN) registered. Register your TIN in Laboratory Information - 'Add Laboratory Information' tab.

3. Laboratory Information

3.1 Add Laboratory Information

The following steps are to be used to associate your Taxpayer Identification Number (TIN) and National Provider Identifier(s) (NPI(s)) in the CLFS module as a CLFS Submitter:

1. Click on the **Laboratory Information** tab at the top of the screen to open the **Laboratory Information** page as shown in Figure 2. The page defaults to the **Add Laboratory Information** tab.

← Back to Welcome page

Laboratory Information

Add Laboratory Information Edit Laboratory Information

After successfully associating TIN and NPI, click 'Save' at the bottom to complete the process.

STEP 1 Enter Your Laboratory's Taxpayer Identification Number (TIN)

TIN (required) Laboratory Name (required) TIN Type (required)

XX-XXXXXXX - Select -

STEP 2 Associate National Provider Identifier (NPIs) with Your Laboratory's TIN

Enter NPI(s) Upload NPI(s)

NPI (required) Is this a hospital laboratory? (required) Add

XXXXXXXXXX - Select -

NPIs Associated with the Laboratory			
NPI	Hospital Laboratory?	Hospital NPI?	Action
No records available			

0 - 0 of 0 items

STEP 3 Save and Complete the process

Clear All Save

Figure 2: Laboratory Information Page

2. Enter the following:
 - TIN (use the same TIN entered when completing IDM registration.)
 - Laboratory Name
 - One CLFS Submitter and one CLFS Certifier per TIN and NPI is allowed.
 - A Submitter may be registered for multiple TINs and NPIs.
 - Once a TIN and NPI are associated with a submitter and certifier, no other users can claim that specific TIN or NPI.

- TIN type (either Employer Identification Number [EIN] or Other).
- NPI – Your laboratory’s NPI is listed on your claims that are submitted when billing Medicare.
- Answer the question whether you are reporting for a hospital laboratory by selecting **Yes** or **No**.
 - If you select **Yes**, you will be prompted to enter whether the hospital laboratory has its own separate NPI from the hospital. You then can add NPIs one at a time and click on the **Add** button.
 - If you have many NPIs, you can upload a file of all your NPIs instead of entering them manually.
 - In Step 2, Associate National Provider Identifier (NPIs) with Your Laboratory’s TIN, click the radio button next to **Upload NPI(s)**.
 - The upload file option appears as in Figure 3.

Laboratory Information

Add Laboratory Information
Edit Laboratory Information

i After successfully associating TIN and NPI, click 'Save' at the bottom to complete the process.

STEP 1 Enter Your Laboratory's Taxpayer Identification Number (TIN) i

TIN (required)

Laboratory Name (required)

TIN Type (required)

STEP 2 Associate National Provider Identifier (NPIs) with Your Laboratory's TIN i

Enter NPI(s)

Upload NPI(s)

[CLFS NPI-TIN Association Template](#)

Supported File Format: Excel(.xlsx)

xlsx (required)

Maximum File Size is 10MB

[Select file](#)

or drag file here

Figure 3: Laboratory Information: NPI File Upload

- Click the **CLFS NPI-TIN Association Template** button to download the file template. Instructions are included in the template on the Instructions tab that explains how to enter the information. Once you have entered the information in the template, save the file. Next, click the **Select File** button to upload the file.

3. Click on the **Save** button.

A message appears stating that the laboratory information has been saved successfully and includes a link to the **Data Reporting** page, as shown in Figure 4.

User Manual Version 6.0

8

Clinical Laboratory Fee Schedule

← [Back to Welcome page](#)

Laboratory Information

[Add Laboratory Information](#) [Edit Laboratory Information](#)

✓ Laboratory information has been saved successfully. To submit data, go to the ['Data Reporting'](#) page when ready.

STEP 1 Enter Your Laboratory's Taxpayer Identification Number (TIN)

TIN (required) Laboratory Name (required) TIN Type (required)

STEP 2 Associate National Provider Identifier (NPIs) with Your Laboratory's TIN

Enter NPI(s) Upload NPI(s)

NPI (required) Is this a hospital laboratory? (required) [Add](#)

NPIs Associated with the Laboratory			
NPI	Hospital Laboratory?	Hospital NPI?	Action
No records available			

10 Items per page 0 - 0 of 0 items

STEP 3 Save and Complete the process

[Clear All](#) [Save](#)

Figure 4: Laboratory Information – Laboratory Information Saved Page

- To register additional TINs, repeat step 2.
- To view the TIN(s) added, click the **Edit Laboratory Information** tab to display a list with the new TIN added, as shown in Figure 5.

← [Back to Welcome page](#)

Laboratory Information

[Add Laboratory Information](#) [Edit Laboratory Information](#)

ℹ Select one of the chips below to edit laboratory information

10-0000002 10-0000003 10-0000004 10-0000005

Figure 5: Edit Laboratory Information - Multiple TINs

3.2 Edit Laboratory Information

To edit or remove an NPI or TIN from your laboratory profile:

1. Click on the Edit Laboratory Information tab. The Laboratory Information page displays as shown in Figure 5.
2. All associated TIN(s) appear as gray chips. To remove a TIN, select a TIN by clicking it. Next, click the **Unassign Registered TIN** button at the bottom of the screen.

The screenshot shows the CMS.gov My Enterprise Portal interface. The top navigation bar includes 'My Apps', 'Jenn', 'Help', and 'Log Out'. The main header is 'Medicare Part B Clinical Laboratory Fee Schedule' with links for 'Help Desk', 'User Guide (PDF)', and 'My Profile'. The page has three tabs: 'Laboratory Information' (selected), 'Data Reporting', and 'Generate One-Time Password'. A 'Back to Welcome page' link is visible. The 'Laboratory Information' section has two sub-tabs: 'Add Laboratory Information' and 'Edit Laboratory Information' (selected). A message box says 'Select one of the chips below to edit laboratory information'. Below this are four TIN chips: '10-0000002', '10-0000003' (selected), '10-0000004', and '10-0000005'. A table titled 'Your Registered Laboratory' has columns for NPI, Hospital Laboratory?, Hospital NPI?, and Action. The table contains one row with NPI '1234567893', Hospital Laboratory? 'Yes', Hospital NPI? 'Yes', and Action buttons 'Edit' and 'Delete'. Below the table is a pagination control showing '10 Items per page' and '1 - 1 of 1 items'. A yellow warning box contains a triangle icon and the text 'If you find an error with the TIN, click the 'Unassign Registered TIN' button to remove it.' The 'Unassign Registered TIN' button is highlighted with a red box and a red arrow points to it from the table row.

Figure 6: Unassign Registered TIN Button

3. A confirmation message appears as shown in Figure 7.

4. Click **Unassign**.

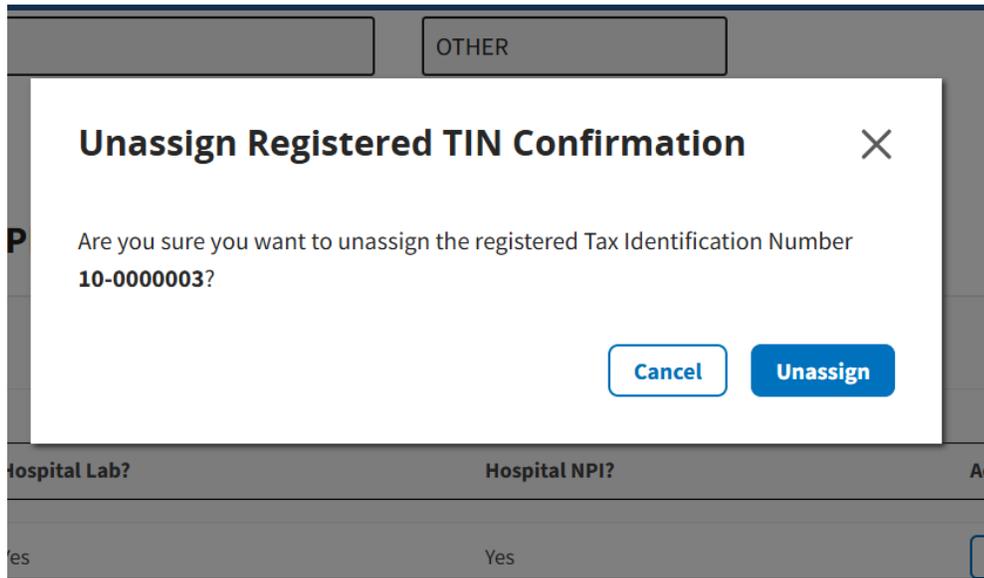


Figure 7: Unassign TIN Confirmation

The **Edit Laboratory Information** page displays with the selected TIN removed, as shown in Figure 8.

[← Back to Welcome page](#)

Add/Edit Laboratory Information

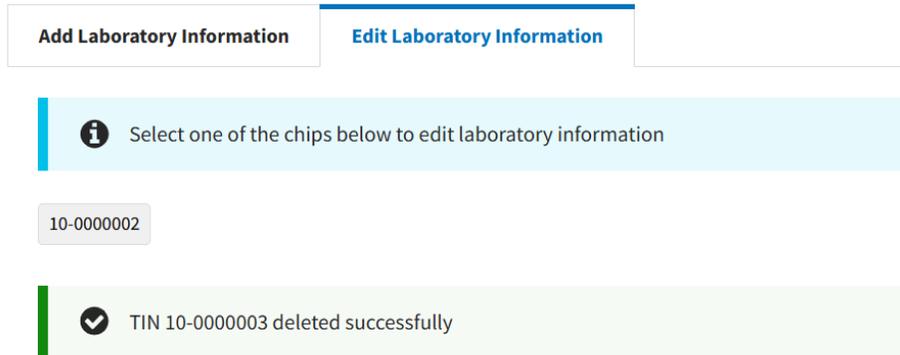


Figure 8: TIN Deleted Successfully

5. To remove an NPI, first select the associated TIN chip at the top of the page. In the **NPIs Associated with the Laboratory** table below, identify the row with the NPI you want to remove. In the **Action** column of the identified row, click the **Delete** button.

Note: At least one NPI must remain in the list.

The screenshot displays the 'Add Laboratory Information' and 'Edit Laboratory Information' tabs. Under 'Edit Laboratory Information', there is a message: 'Select one of the chips below to edit laboratory information'. Three TIN chips are shown: 10-0000002, 10-0000003, and 10-0000004 (selected). Below this is the 'Your Registered Laboratory' section with fields for 'Laboratory Name' (Test Lab) and 'TIN Type (required)' (EIN), and an 'Edit' button. The 'Associated NPI with your laboratory' section contains a table with the following data:

NPI	Hospital Laboratory?	Hospital NPI?	Action
1477873479	Yes	No	Edit Delete
1386882827	No	No	Edit Delete
1972956928	Yes	Yes	Edit Delete

At the bottom, a warning message states: 'If you find an error with the TIN, click the 'Unassign Registered TIN' button to remove it.' Below this is an 'Unassign Registered TIN' button.

Figure 9: Add/Edit Laboratory Information - Remove NPI

A confirmation message will appear. Click the **Delete** button as shown in Figure 10.

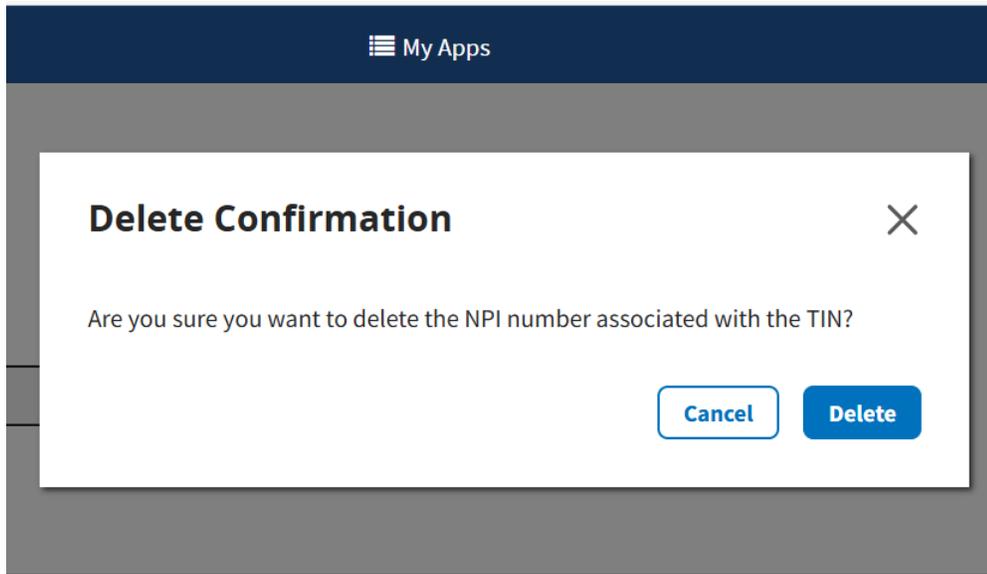


Figure 10: Delete NPI Confirmation

The page refreshes and the selected NPI is removed from the list, and a confirmation message appears as shown in Figure 11.



Figure 11: NPI Deleted Successfully

4. Data Reporting

Applicable laboratories are required to report applicable information to the CLFS module using a file upload or through manual online data entry. The following sections detail the steps required to submit applicable laboratory data using file uploads and manual online data entry.

Note: If you are preparing a file upload, please note that only one file per TIN can be uploaded, but this file may include multiple NPIs under that TIN. You must prepare one data file for each TIN on which you are reporting.

4.1 Add Applicable Information

The CLFS module allows applicable laboratories to report applicable information to CMS using a file upload. Perform the following steps to enter data using the upload process:

1. Click on **Data Reporting** in the header of the page. The **Data Reporting** page opens on the **Add Applicable Information** tab.
2. Click the **CLFS Data Reporting Template** button to download the template that can be used to enter data in .xlsx format. Refer to Figure 12. This file is also available on the [CLFS Reporting website](#).
 - Previous upload submissions will be displayed at the bottom portion of the page. **Only one file per TIN can be uploaded**. One file should include all NPIs under each TIN.

NOTE: The better prepared these data files are, the easier the upload will be. Things to keep in mind:

- One TIN per file
- Multiple NPIs per file
- Do not alter formatting of the Excel file

Figure 12: Add Applicable Information - Upload

Note: Template Requirements

- You may change the file name.
- Do not add additional columns to the template.
- Do not add, remove, or otherwise change columns or column headings within the template.
- Do not submit blank rows between data entries.
- Enter the Healthcare Common Procedure Coding System (HCPCS) Code, Payment Rate, Volume, and NPI, according to the requirements outlined below:
 - a. **HCPCS Code:** the specific Healthcare Common Procedure Coding System code associated with the test
 - Alphanumeric or all numeric
 - Exactly 5 characters
 - Must be a valid HCPCS code already in the CLFS system
 - The **List HCPCS** tab will display all HCPCS codes currently in CLFS. You can search for specific codes using the fields at the top of the columns. Using the drop down at the top of the column, you can filter between CDLT and ADLT codes, and filter codes that are available for reporting. This information is also

included in the **CLFS Data Reporting Template** on the **Instructions tab**.

← [Back to Welcome page](#)

Data Reporting

[Add Applicable Information](#) [View/Edit Applicable Information](#) [List HCPCS](#)

List of Available HCPCS Codes in the System

HCPCS Code	Short Descriptor	Long Descriptor	Test Type	Available for Data Reporting
78267	Test2	Test5	CDLT	Yes
78268	Breath test analysis c-14	Urea breath test, c-14 (isotopic); analysis	CDLT	Yes
80047	Metabolic panel ionized ca	Basic metabolic panel (calcium, ionized) this pane... Read More	CDLT	Yes
80048	Test Automation	Test Automation	CDLT	Yes
80050	General health panel This panel must include the f	General health panel This panel must include the f... Read More	CDLT	Yes
80051	Electrolyte panel,	Electrolyte panel this panel must include the foll... Read More	CDLT	Yes
80053	Comprehen metabolic panel **&&^A	Comprehensive metabolic panel this panel must incl... Read More	CDLT	Yes
80055	Obstetric panel	Obstetric panel. This panel must include the foll... Read More	CDLT	Yes
80061	Lipid panel	Lipid panel this panel must include the following:... Read More	CDLT	Yes
80069	Renal function panel.	Renal function panel this panel must include the f... Read More	CDLT	Yes

1 - 10 of 1896 items

Figure 13: Data Reporting – List HCPCS Tab

- b. **Payment Rate:** defined as the rate per test, each private payor rate for which final payment has been made during the data collection period
Note: Do NOT report total spending for a particular HCPCS code. The payment rate MUST be the individual rate per test.
- Numeric
 - Must be a positive value
 - 99999.99 format
 - The system will check against the current CLFS rate; a warning will appear if the payment rate entered is greater than 100 times above the national current payment rate.

-
- c. **Volume:** the associated volume of tests performed corresponding to each private payor rate
 - Numeric
 - Zero or positive value
 - No decimal places
 - Up to 6 digits allowed
 - d. **NPI:** the valid CMS NPI number associated with the TIN being reported
 - Numeric
 - Begins with the number 1
 - 10 digits fixed
 - No decimal places
 - Cannot have 5 consecutive same digits
 - Must be a valid CMS NPI number
 - Must be one of the NPI numbers that was registered under the same TIN
3. If you have more than one TIN, be sure to select the correct one by clicking on it before uploading your data.
 4. To upload the data, click the button next to **Upload Applicable Information**.

[← Back to Welcome page](#)

Data Reporting

Add Applicable Information View/Edit Applicable Information List HCPCS

i Select one of the chips below to add applicable information.

Current Reporting Period
2025

Laboratory TIN (required) **i**
 10-0000002 10-0000003 10-0000004

Laboratory Name
Test Lab

Upload Applicable Information Enter Applicable Information

i Use this data submission option if you have an excel (.xlsx) file conforming to the [CLFS template](#); this is ideal for uploading large amounts of data or using an automated data source. Select one of the chips below to add applicable information.

[CLFS File Template](#)

Supported File Format: Excel(.xlsx)
.xlsx (required)
 Maximum File Size is 10MB

[Select file](#)

or drag file here

Uploaded Data Upload History

Applicable Information Associated with Laboratory TIN 10-0000002

HCPCS Code	Payment Rate i	Volume	NPI	Validation Result
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- Select -
No records available				

10 Items per page 0 - 0 of 0 items

Figure 14: Data Reporting - Upload Applicable Information

- Once you have saved the data in the template file on your computer, click on the **Select File** button to upload. Refer to Figure 14.

The file directory window displays as shown in Figure 15.

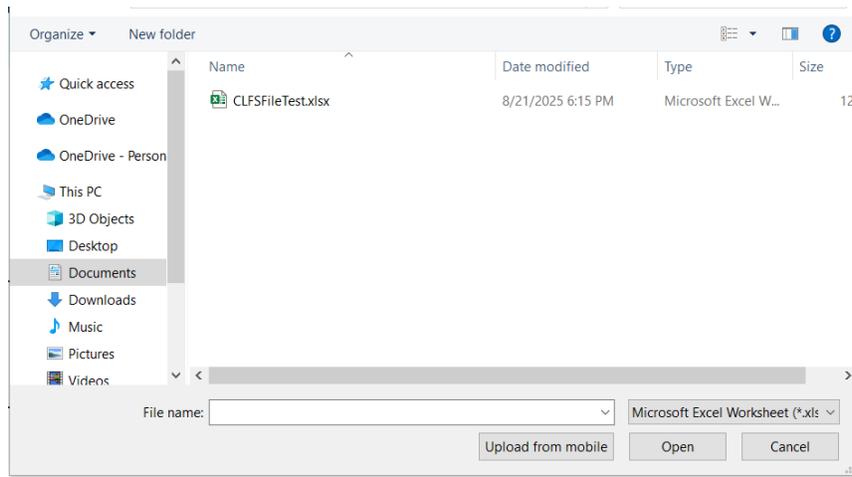


Figure 15: File Directory Window

6. Select the directory path and file name to upload.

The file name appears in the **File name** window as shown in Figure 16.

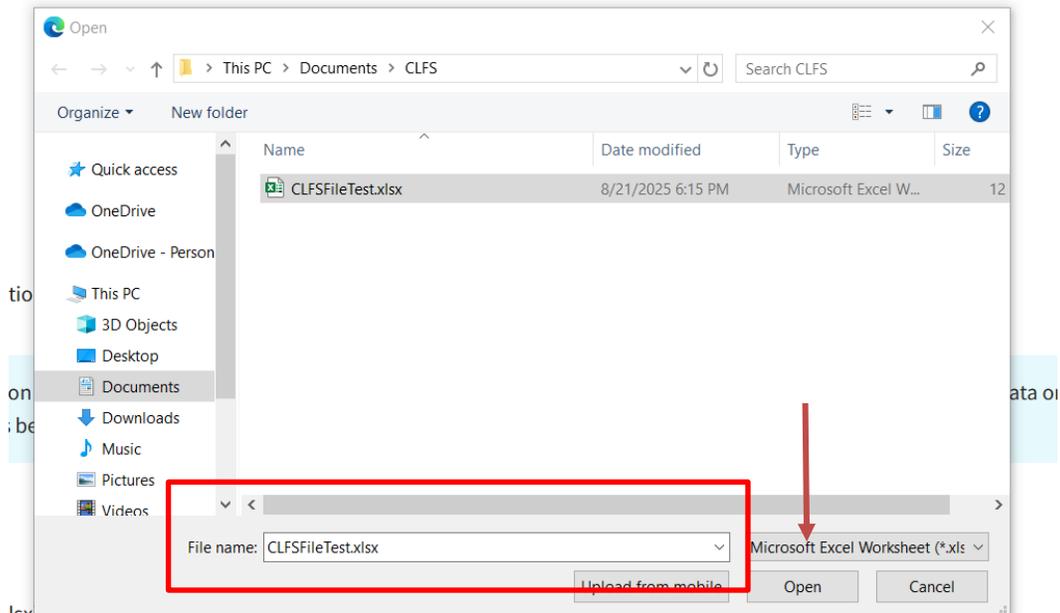


Figure 16: Filename Window Populated

- Click on the **Open** button to upload. Once the file has finished processing, you will see your data on the page, along with any error messages if applicable.

Data Reporting

Add Applicable Information
View/Edit Applicable Information
List HCPCS

i Select one of the chips below to add applicable information.

Current Reporting Period
2025

Laboratory TIN (required) **i**

10-0000002
10-0000003
10-0000004

Laboratory Name
Test Lab

Upload Applicable Information
 Enter Applicable Information

i Use this data submission option if you have a .csv file conforming to the [CLFS template](#); this is ideal for uploading large amounts of data or using an automated data source. Select one of the chips below to add applicable information.

↓ CLFS File Template

Supported File Format: Excel(.xlsx)
.xlsx (required)
Maximum File Size is 10MB

Select file
or drag file here

Uploaded Data
Upload History

✓ Total lab data records saved : 3

Applicable Information Associated with Laboratory TIN 10-0000002

HCPCS Code	Payment Rate i	Volume	NPI	Validation Result
<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="- Select -"/>
80055	\$321.89	100	1993999998	Pass validation
80050	\$564.23	200	1993999998	Pass validation
80061	\$1058.15	300	1993999998	Pass validation

Items per page

1 - 3 of 3 items

Figure 17: Data Reporting - File Uploaded

Data can be sorted in ascending or descending order by HCPCS code or NPI by clicking on the respective column title. Data can also be sorted by **Validation Result** to locate errors. The data can be viewed using the scroll features. You can also adjust how many you can view on a single page by using the drop-down option next to **Items per Page** at the bottom of the screen.

If there is at least one validation error on the entire file, none of the data will be saved. The data is only saved when the entire file has no validation errors. The **Validation Result** field will give the details of the data validation error(s). All the records that pass validation will have the message **Pass Validation**. In the **Validation Result** field, when all the data have passed validation, the page will display the message *Total Laboratory Data Records Saved*, as in Figure 17.

8. To view the upload history, click on the **Upload History** tab. A table of previously uploaded applicable information associated with the Laboratory TIN displays, containing the file name, who uploaded it, and the status as shown in Figure 18. You can view additional details of each file by clicking the **View Details** button in the Action column.

Supported File Format: Excel(.xlsx)

.xlsx (required)

Maximum File Size is 10MB

[Select file](#)
or drag file here

Uploaded Data **Upload History**

Previously Uploaded Applicable Information Associated with Lab TIN 10-0000002

File Name	Uploaded By	Date Uploaded	Status	Action
CLFSFileTest2.xlsx	[Redacted], Jenn	2025-08-26 12:34 PM	Error ▲	View Details
CLFSFileTest.xlsx	[Redacted], Jenn	2025-08-26 08:03 AM	Error ▲	View Details
CLFSFileTest.xlsx	[Redacted], Jenn	2025-08-21 18:16 PM	Error ▲	View Details

10 items per page 1 - 3 of 3 Items

Figure 18: Upload Data - Upload History Tab

4.2 Data Reporting – Add Applicable Information (Manually)

The CLFS module allows laboratories to report applicable information to CMS using manual key-in entry of data. However, unless you are reporting on a few lines of data, we recommend using the upload data method reflected in Section 4.1. Perform the following steps to enter data manually:

1. From the Data Reporting page, click the button next to **Enter Applicable Information**.
The data fields display as shown in Figure 19.

The screenshot shows the Medicare Part B Clinical Laboratory Fee Schedule Data Reporting page. The page has a navigation bar with 'CMS.gov My Enterprise Portal', 'My Apps', 'Jeni', 'Help', and 'Log Out'. Below the navigation bar, there are tabs for 'Laboratory Information', 'Data Reporting', and 'Generate One-Time Password'. The 'Data Reporting' tab is active. Below the tabs, there is a 'Back to Welcome page' link. The main heading is 'Data Reporting'. Below the heading, there are three tabs: 'Add Applicable Information', 'View/Edit Applicable Information', and 'List HCPCS'. The 'Add Applicable Information' tab is selected. Below the tabs, there is a message: 'Select one of the chips below to add applicable information.' The 'Current Reporting Period' is set to 2025. The 'Laboratory TIN (required)' field has four radio buttons with values 10-0000002, 10-0000003, 10-0000004, and 10-0000005. The 'Laboratory Name' field contains 'Test Lab'. There are two radio buttons for data submission: 'Upload Applicable Information' and 'Enter Applicable Information', with the latter selected and highlighted by a red box. Below this, there is a message: 'Use this data submission option to enter data individually.' At the bottom, there are four input fields: 'HCPCS Code (required)' with value '0080U', 'Payment Rate (required)' with value '11111.22', 'Volume (required)' with value '123451', and 'NPI (required)' with value '1993999998'. A 'Save' button is located to the right of the NPI field.

Figure 19: Data Reporting - Enter Applicable Information

2. Enter the HCPCS Code, Payment Rate, Volume, and NPI, according to the requirements outlined below:
 - **HCPCS Code:** the specific Healthcare Common Procedure Coding System code associated with the test
 - Alphanumeric or all numeric
 - Exactly 5 characters
 - Must be a valid HCPCS code already in the CLFS system
 - The **List HCPCS** tab will display all HCPCS codes currently in CLFS. You can search for specific codes using the fields at the top of the columns. Using the drop down at the top of the column, you can filter between CDLT and ADLT codes, and filter codes that are available for reporting.
 - **Payment Rate:** each private payor rate for which final payment has been made during the data collection period
 - Numeric
 - Must be a positive value

- 99999.99 format
- The system will check against the current CLFS rate; a warning will appear if the payment rate entered is greater than 100 times above the national current payment rate. Payment rate is defined as the rate per test.
- **Volume:** the associated volume of tests performed corresponding to each private payor rate
 - Numeric
 - Zero or positive value
 - No decimal places
 - Up to 6 digits allowed
- **NPI:** the valid CMS NPI number associated with the TIN being reported
 - Numeric
 - Begins with the number 1
 - 10 digits fixed
 - No decimal places
 - Cannot have 5 consecutive same digits
 - Must be a valid CMS NPI number
 - Must be one of the NPI numbers that was registered under the same TIN

3. Click on the **Save** button.

The screen displays the confirmation that the data has been successfully saved, as shown in Figure 20.

Upload Applicable Information
 Enter Applicable Information

ⓘ Use this data submission option to enter data individually.

HCPCS Code (required) ⓘ
 Payment Rate (required) ⓘ
 Volume (required) ⓘ
 NPI (required) ⓘ

Lab Data item saved successfully

Applicable Information Associated with Lab TIN 10-0000002

HCPCS Code	Payment Rate ⓘ	Volume	NPI	Action
<input type="text"/>			<input type="text"/>	<input type="button" value="Delete All"/>
0172U	\$11,111.22	123,451	1993999998	<input type="button" value="Delete"/>
0080U	\$1,254.23	3,524	1993999998	<input type="button" value="Delete"/>

10 items per page

1 - 2 of 2 items

Figure 20: Data Saved Successfully

If there are validation errors, the module will display an error message in the **Validation Result** column. Refer to Figure 21.

! Total Records: 4; Total records with no errors: 1; Total records with errors: 3

Applicable Information Associated with Lab TIN 10-0000003

HCPCS Code	Payment Rate ¹	Volume	NPI	Validation Result
<input type="text"/>			<input type="text"/>	- Select - <input type="button" value="v"/>
0080U	\$94.41	14	1003810334	This ADLT Code has already been certified for this calendar year
0172U	\$13.73	72	1003810334	This ADLT Code has already been certified for this calendar year
0242U	\$8.46	3	1003810334	Pass validation
8888U	\$7.01	9	1003810334	HCPCS Code is either not 5 alpha numeric characters or not a valid code published by CMS

10 items per page 1 - 4 of 4 items

Figure 21: Data Reporting - Validation Errors

4.3 View/Edit Applicable Information

The CLFS module allows applicable laboratories to edit data that previously passed validation but has not been certified yet. Perform the following steps to edit that data.

1. From the **Data Reporting** page, click on the **View/Edit Applicable Information** tab.
2. Select the TIN by clicking on it.

The data for the selected TIN appears as shown in Figure 22.

← [Back to Welcome page](#)

Data Reporting

[Add Applicable Information](#) [View/Edit Applicable Information](#) [List HCPCS](#)

i Select one of the chips below to view or edit applicable information.

Current Reporting Period
2025

Lab TIN (required) **i**
 10-0000002 10-0000003

Lab Name
Test Lab

Applicable Information Associated with Lab TIN 10-0000002

HCPCS Code	Payment Rate i	Volume	NPI	Action
<input type="text"/>			<input type="text"/>	Delete All
0172U	\$11,111.22	123,451	1993999998	Edit History Delete
0080U	\$1,254.23	3,524	1993999998	Edit History Delete

1 - 2 of 2 items

Figure 22: Data Reporting - View/Edit Applicable Information Tab

3. The data can be sorted in ascending or descending order by clicking on any of the headers. Click on the header once for ascending order, click again for descending order.

The module will show how many records there are at the bottom of the Applicable Information Associated with Laboratory table.

- To edit data, click the **Edit** button in the **Action** column, and proceed to change the information. The module displays the change made in the field and a confirmation message appears as shown in Figure 23.

Lab TIN (required) ⓘ

● 10-0000002 10-0000003

Lab Name
Test Lab

✔ Lab Data item updated successfully

Applicable Information Associated with Lab TIN 10-0000002

HCPCS Code ⓘ	Payment Rate ⓘ	Volume	NPI	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete All
0080U	\$1,554.23	3,524	1993999998	Edit History Delete
0172U	\$11,111.22	123,451	1993999998	Edit History Delete

⏪ ⏩ 1 10 items per page 1 - 2 of 2 items

Figure 23: Data Reporting - Data Updated Successfully

If you need to remove any data entries, click on the **Delete** button in the **Action** column.

If you need to remove all data entries associated with the Laboratory TIN, click on the **Delete All** button at the top of the **Action** column. All data for the selected TIN will be removed, and a confirmation message appears as shown in Figure 24.

Current Reporting Period
2025

Lab TIN (required) ⓘ

● 10-0000002 10-0000003

Lab Name
Test Lab

✔ Deleted all data for Lab TIN 10-0000002 successfully

Applicable Information Associated with Lab TIN 10-0000002

HCPCS Code ⓘ	Payment Rate ⓘ	Volume	NPI	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete All
No records available				

⏪ ⏩ 10 items per page 0 - 0 of 0 items

Figure 24: Data Reporting - Delete All Data Confirmation

5. Generate One-Time Password

The final step in the data entry process is sending your Certifier a code that allows them to view and certify the data.

When you have completed entering your data, you will supply your Certifier with a One-Time Password (OTP) to allow them to certify the data. There will be one unique OTP per TIN.

1. To Generate an OTP, navigate to the **Generate One-Time Password** page.

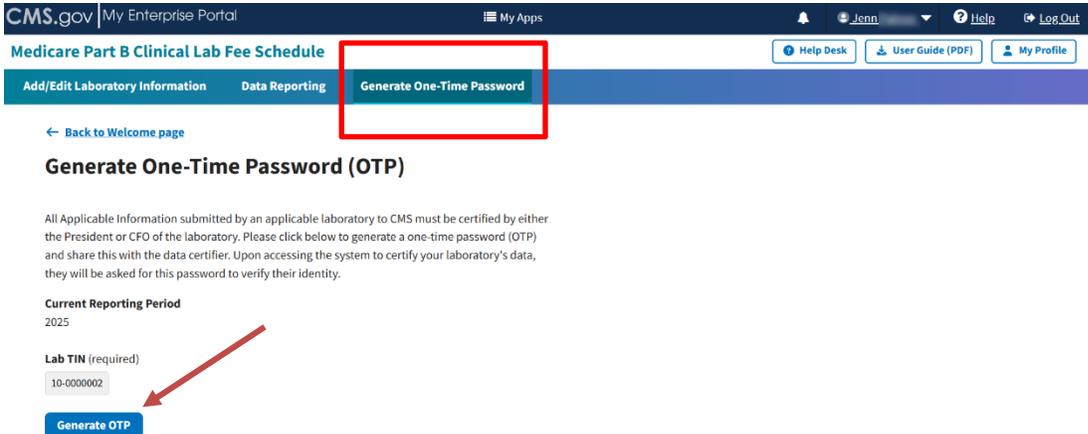


Figure 25: Generate One Time Password

1. Click on the **Generate OTP** button.
The module displays the OTP, which will be **valid for 7 days** as shown in Figure 26.
2. Click on the **Copy OTP** button to the right of the password to copy the password. Paste the password into your email and send it to the Certifier.

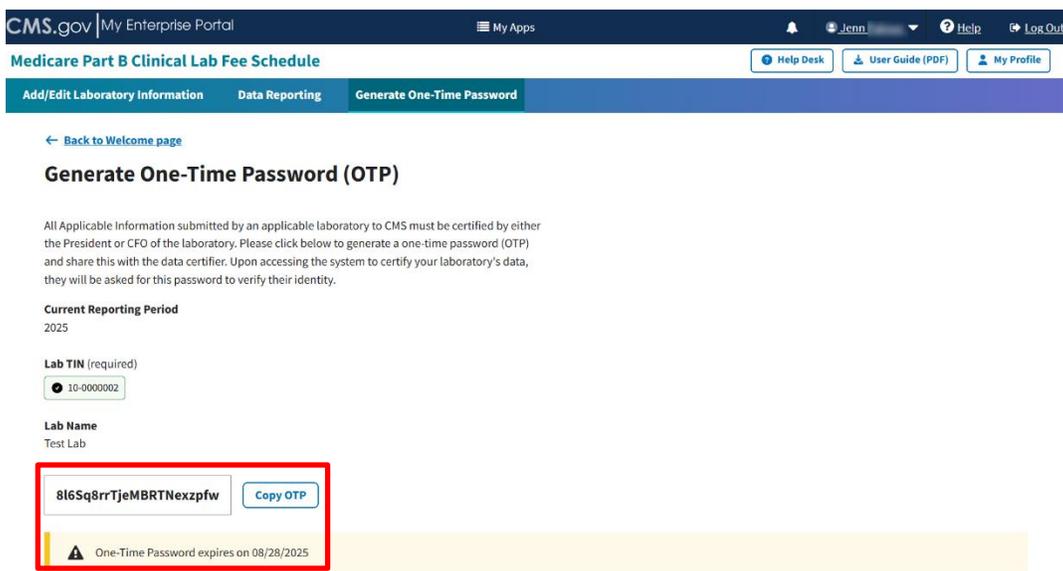


Figure 26: One-Time Password Generated

6. Corrections

Occasionally, The Certifier may find errors or data that needs to be corrected. If that happens, the Certifier will notify the Submitter via email that data needs correction and which data to review and edit.

Once changes have been made, if the OTP has not expired, the Certifier can use that same OTP to log in and certify the data. If the **7 day expiration** window has passed, the Submitter will generate a new OTP and send it to the Certifier for review. Detailed instructions are found in **Section 5: Generate One-Time Password**.

Appendix A: Acronyms

Table 1: Acronyms

Acronym	Literal Translation
ADLT	Advanced Diagnostic Laboratory Test
ARS	Acceptable Risk Safeguards
CCN	CMS Certification Number
CDLT	Clinical Diagnostic Laboratory Test
CFO	Chief Financial Officer
CLFS	Clinical Laboratory Fee Schedule
CM	Center for Medicare Management
CMS	Centers for Medicare & Medicaid Services
IDM	Identity Management
EIN	Employer Identification Number
EUA	Enterprise User Administration
FAQ	Frequently Asked Questions
FFSDCS	Fee for Service Data Collection System
HCPCS	Healthcare Common Procedure Coding System
IE	Internet Explorer
IT	Information Technology
IVR	Interactive Voice Response
NPI	National Provider Identifier
OTP	One Time Password
PAMA	Protecting Access to Medicare Act
PFS	Physician Fee Schedule
PII	Personal Identifiable Information
PTAN	Provider Transaction Access Number

Acronym	Literal Translation
RIPD	Remote Identity Proofing
SMS	Short Message Service
SSN	Social Security Number
TIN	Taxpayer Identification Number
URL	Uniform Resource Locator
VIP	Validation and Identity Protection

REVISION HISTORY

Version	Date	Point of Contact/Organization	Description of Changes
1.0	09/30/2016	Maureen Campbell/DCCA	Initial Issue
2.0	03/21/2017	Maureen Campbell/DCCA	Updated Introduction content, updated document for CLFS Release 4, added Help Desk, MFA, FAQ, and CLFS Reference Material sections. Made all screenshots 508-compliant. Added Section 7: Reports
3.0	03/30/2017	Maureen Campbell/DCCA	Updated Sections 4 (added sections 4.1 and 4.2), 5 (added 5.2 and 5.2.1 to include Large Volume submissions), 6.1, 7 (added Section 7.1) removed all references to Quick User Guide
4.0	11/15/2019	Maureen Campbell/DCCA	Added Section 5.3 and 5.3.1 to include Very Large Volume submissions.
5.0	10/15/2021	Jennifer Palmer/DCCA	Updated section 4 Laboratory information screenshots to reflect updates to the system. Added figure 4-11. Changed EIDM to IDM throughout document. Other minor copy edits/fact checking
6.0	8/26/2025	Jennifer Palmer/DCCA	CLFS underwent a modernization. Guide updated to reflect changes from the portal
6.0	03/02/2026	Jennifer Palmer/DCCA	Finalized minor copy edits and formatting