



Medicare Outpatient Prospective Payment System (OPPS) Drug Acquisition Cost Survey (ODACS)

Submitter User Guide

Version 1.0

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1. Purpose

The purpose of this user guide is to provide guidance and instructions to representatives of hospitals responsible for completing the Outpatient Prospective Payment System (OPPS) Drug Acquisition Cost Survey (ODACS) as they complete the survey registration process and report their drug acquisition cost survey data to the Centers for Medicare & Medicaid Services (CMS).

CMS uses the Fee-for-Service Data Collection System (FFSDCS) to house various data collection modules. The OPPS Drug Acquisition Cost Survey (ODACS), referred to as the ODACS Module, is one of the modules under the FFSDCS.

Section 1833(t)(14)(D)(ii) of the Social Security Act gives the Secretary of the Department of Health and Human Services (HHS) authority to conduct periodic surveys of hospital acquisition cost(s) for each specified covered outpatient drug used in setting payment rates under the OPPS.

1.1 Paperwork Reduction Act (PRA) Notice

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is 0938-1487 (CMS-10931). If you have comments or suggestions, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850. CMS-10931 approval through December 31, 2028.

2. Logging In Using MFA

First time users must register and create an account in the [CMS Enterprise Portal](#) before logging in to the ODACS Module. Refer to the Registration Guide on the [OPPS Drug Acquisition Cost Survey website](#) for registration steps.

Once registration is complete, follow these steps to log in to the ODACS module as a Submitter using Multi-Factor Authentication (MFA):

1. Navigate to the [CMS Enterprise Portal](#) main page.

The ODACS Module Login page displays. Refer to *Figure 1*.

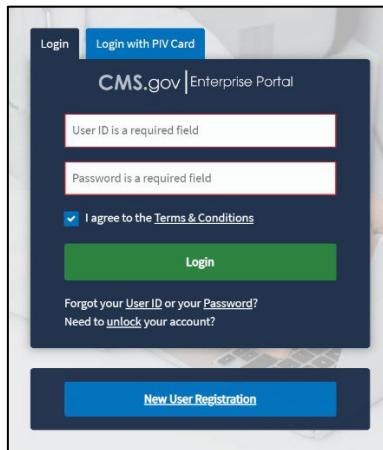


Figure 1: Logging In Using MFA - ODACS Module Login

2. Enter your login information in the required **User ID** and **Password** fields.
3. Click the **Terms & Conditions** hyperlink and review the text in the pop-up window; close the window to move on to the next step.
4. Review the terms and conditions and select the **I agree to the Terms & Conditions** checkbox.

Note: By selecting this checkbox, you certify that you have read and consent to monitoring while accessing and using the ODACS Module. The terms and conditions link provides additional hyperlinks to the HHS Rules of Behavior and the CMS Privacy Act Statement.

5. Click **Login**.

Note: If you forget your user ID or password, click the **Forgot your User ID or your Password?** hyperlink under the **Login** button and follow the provided instructions. If you still cannot access your account and need to unlock it, click the **Need to unlock your account?** hyperlink under **Login** button.

The **Multi-Factor Authentication** page displays. Refer to *Figure 2*.

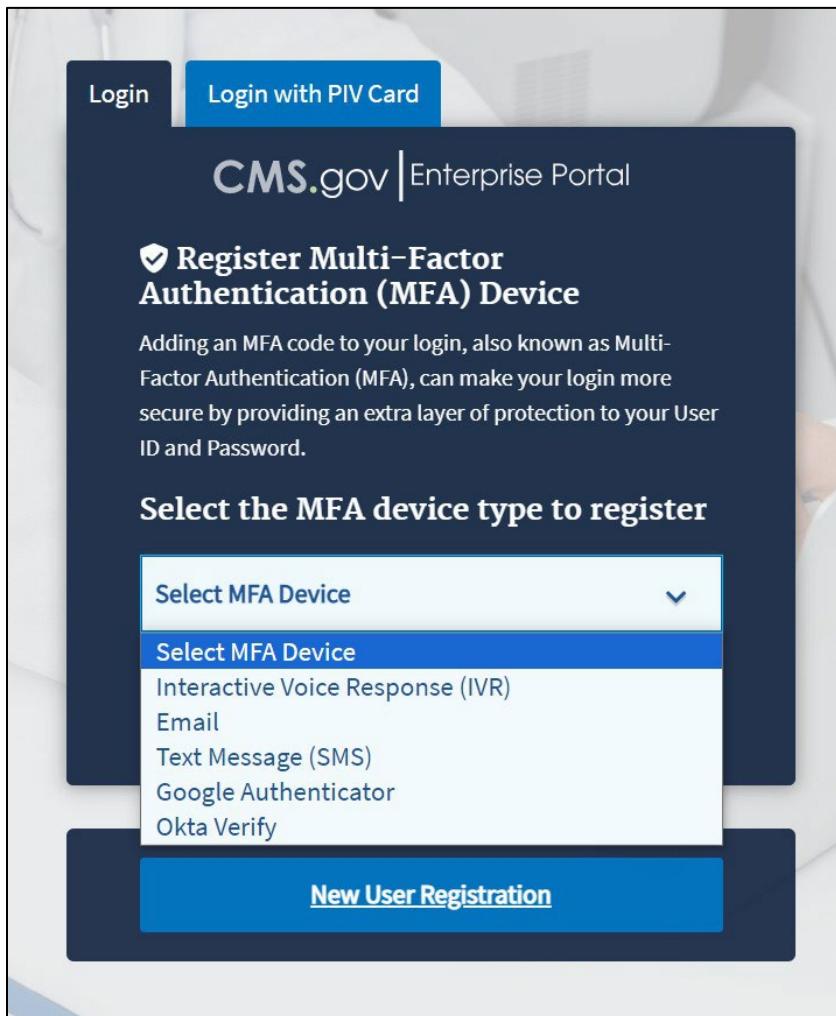
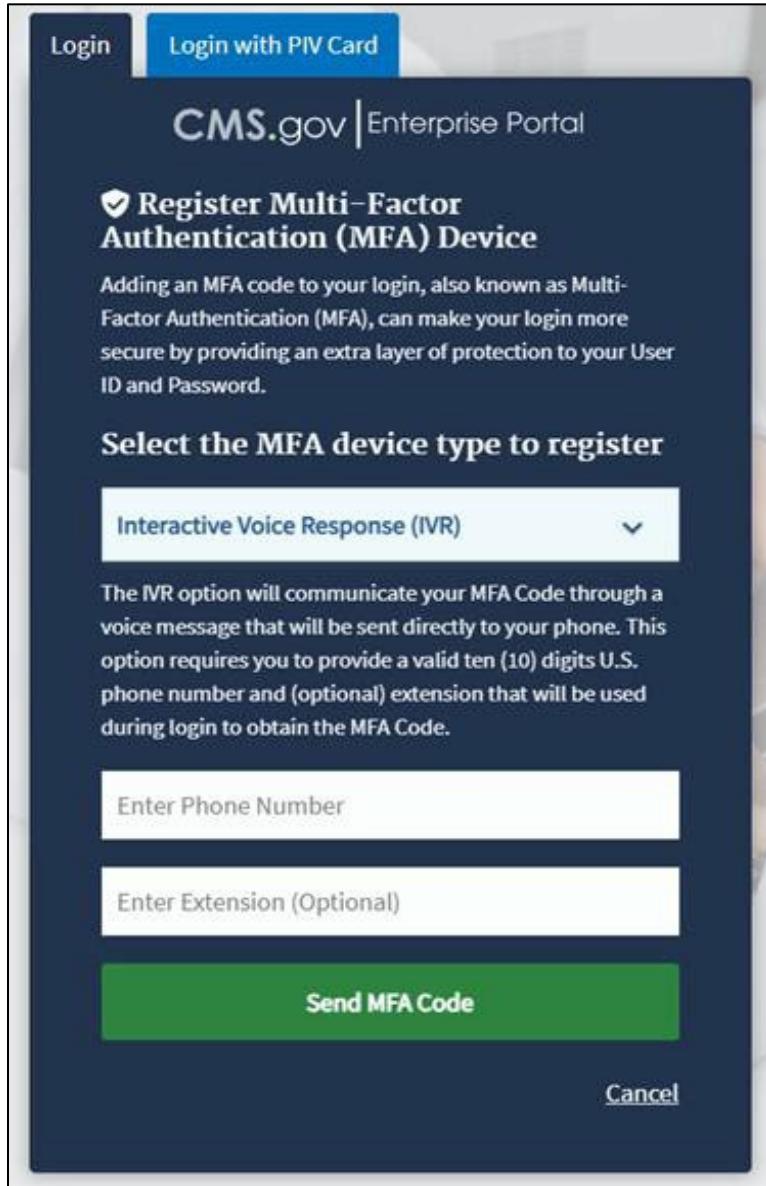


Figure 2: Logging In Using MFA - Select MFA Device Type Drop-Down Menu

To ensure the security of high-value data submitted to the ODACS Module, you must authenticate your identity using MFA. The first time you attempt to log in, you must choose an authentication method. Users have various authentication options, including Interactive Voice Response (IVR), Email, Text Message (Short Message Service (SMS)), Google Authenticator, and Okta Verify.

6. Click the **Select MFA Device** drop-down menu; select your preferred MFA device type from the list. Whenever you log back in to the ODACS Module through this process, your preferred MFA method reloads automatically.

Note: Figure 3 demonstrates MFA registration using IVR as the selected option.



The screenshot shows a modal window titled 'Register Multi-Factor Authentication (MFA) Device' on the CMS.gov Enterprise Portal. The window has a 'Login' button at the top left and a 'Login with PIV Card' button at the top right. The main content area contains a sub-section titled 'Select the MFA device type to register' with a dropdown menu set to 'Interactive Voice Response (IVR)'. Below the dropdown, a description explains that the IVR option communicates the MFA code via a voice message sent directly to the user's phone. It requires a valid 10-digit U.S. phone number and an optional extension. At the bottom of the modal are two buttons: a green 'Send MFA Code' button and a 'Cancel' button.

Figure 3: Logging In Using MFA - Multi-Factor Authentication - (IVR) Example

7. Enter your phone number in the **Phone Number** field; enter your extension in the **Extension** field, if necessary.
8. Click the **Send MFA Code** button to receive a six-digit code via your chosen contact method.
9. Enter the six-digit code in the **Enter MFA Code** field. Refer to *Figure 4*.

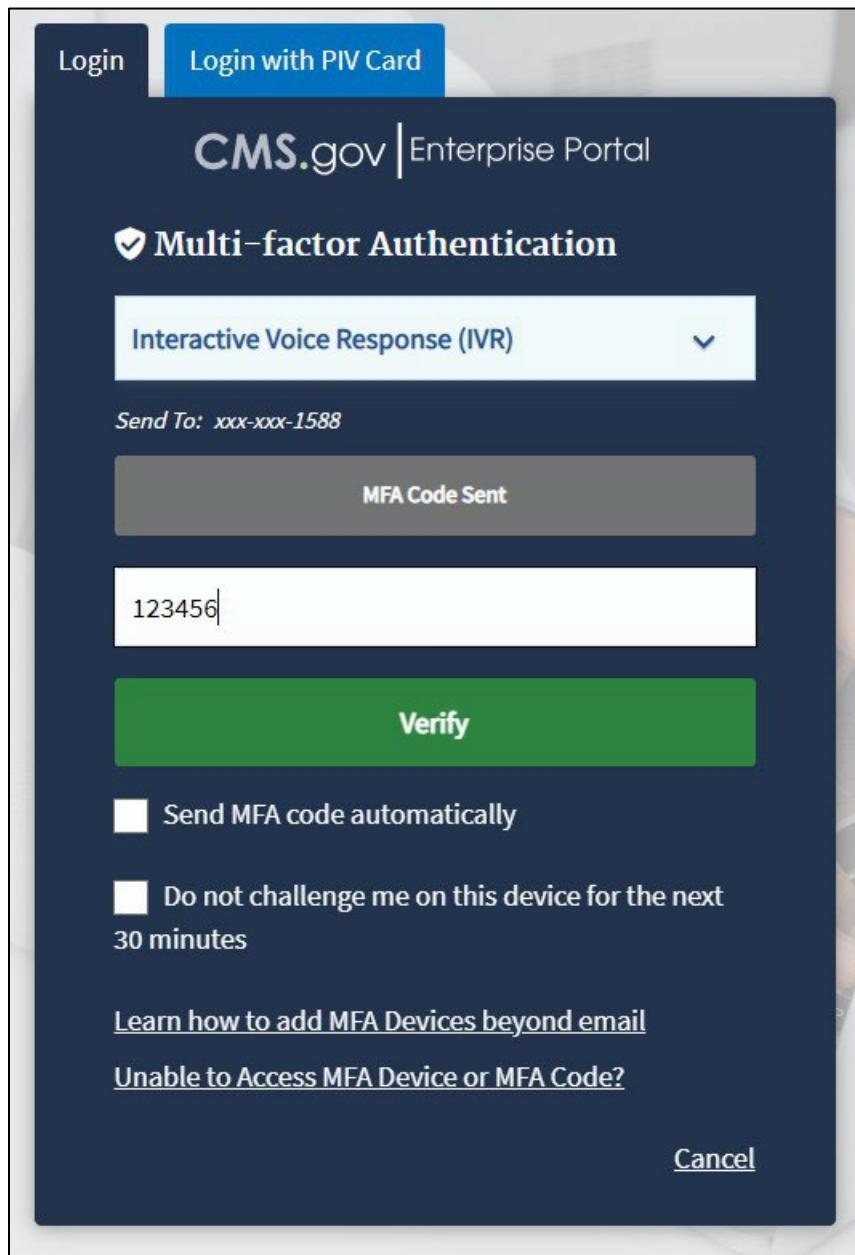


Figure 4: Logging In Using MFA - Multi-Factor Authentication - Verify MFA Code

10. Check the **Send MFA code automatically** and **Do not challenge me on this device for the next 30 minutes** checkboxes depending on your preference.

Note: For MFA help, click the [Learn how to add MFA Devices beyond email](#) and [Unable to Access MFA Devices or MFA Code?](#) hyperlinks.

11. Click the **Verify** button to confirm your identity and enter the ODACS Module homepage.

The **My Portal** landing page displays. Refer to *Figure 5*.



Figure 5: Logging In Using MFA - My Portal Landing Page

Note: Other CMS applications you have access to may display on the **My Portal** landing page.

12. Click the **Fee For Service Data Collection System (FFSDCS)** box.

A Fee for Service Data Collection System (FFSDCS) drop-down menu displays. Refer to *Figure 6*.

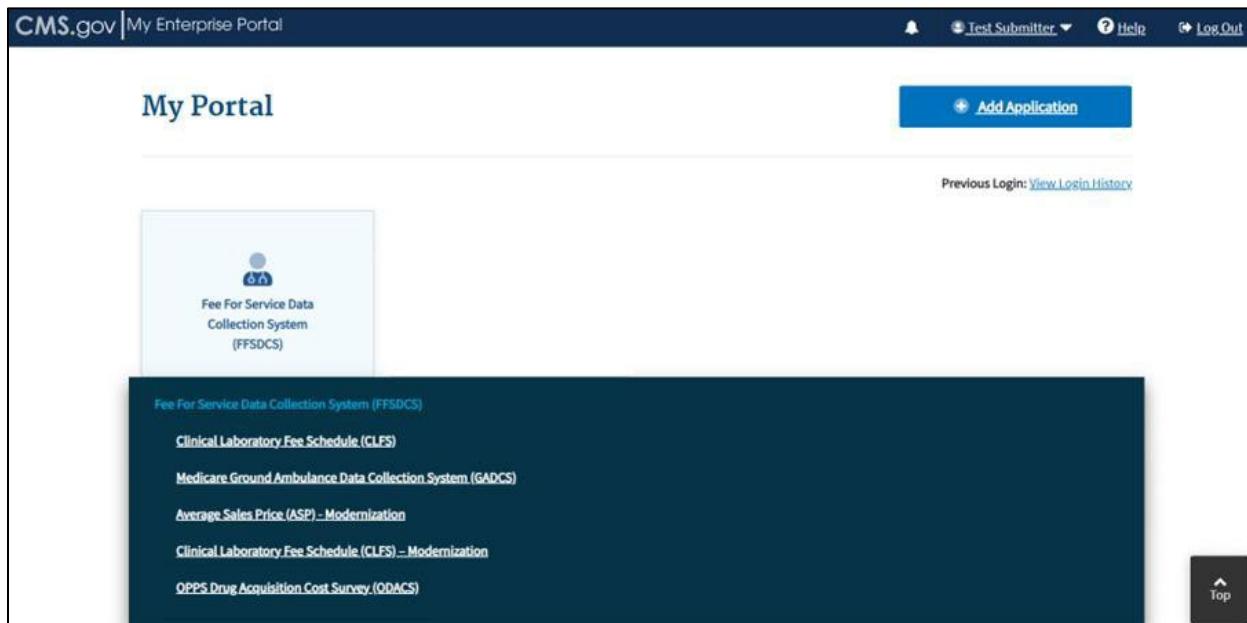
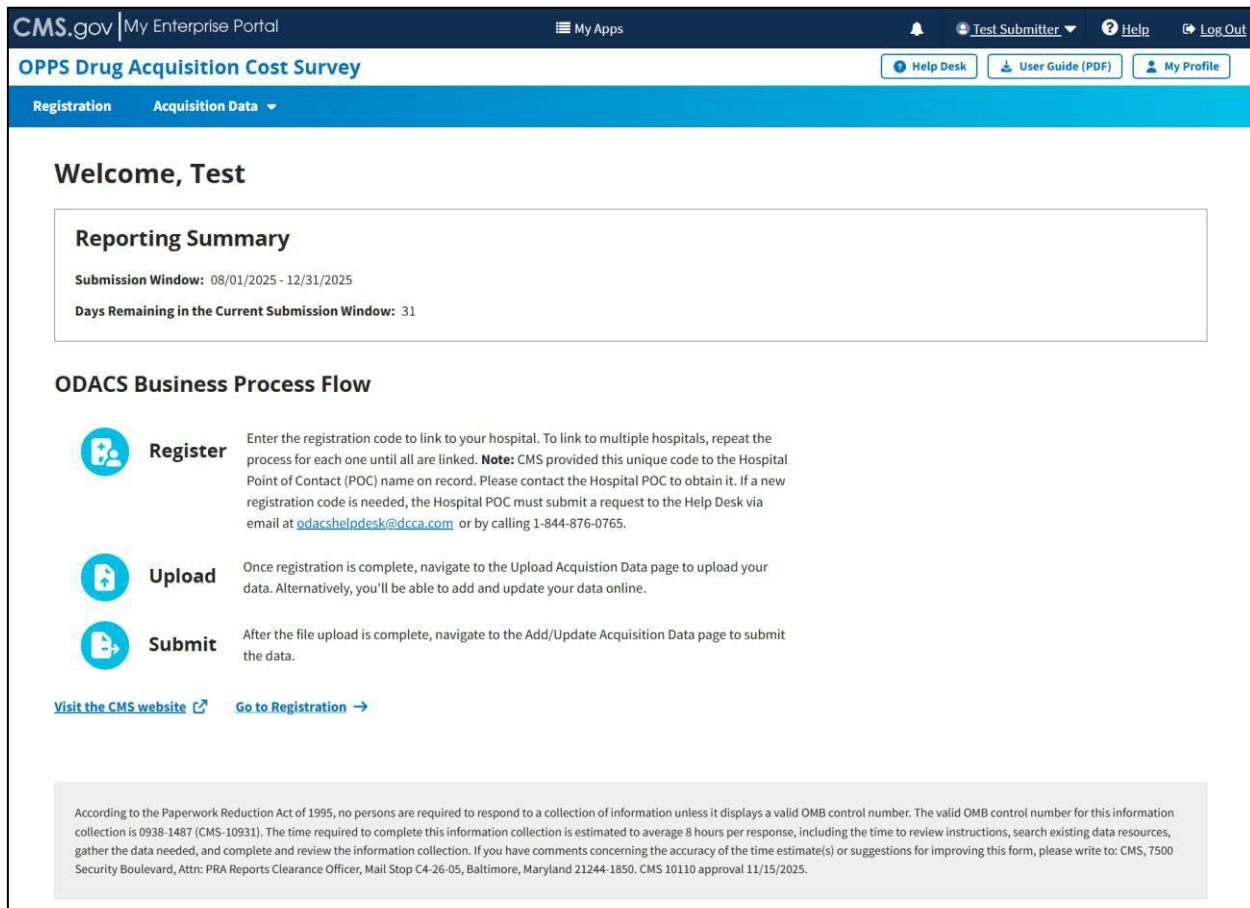


Figure 6: Logging In Using MFA - My Portal Landing Page - FFSDCS Drop-Down Menu

13. Click the **OPPS Drug Acquisition Cost Survey (ODACS)** hyperlink.

The ODACS homepage displays. Refer to *Figure 7*.



Welcome, Test

Reporting Summary

Submission Window: 08/01/2025 - 12/31/2025

Days Remaining in the Current Submission Window: 31

ODACS Business Process Flow

- Register** Enter the registration code to link to your hospital. To link to multiple hospitals, repeat the process for each one until all are linked. **Note:** CMS provided this unique code to the Hospital Point of Contact (POC) name on record. Please contact the Hospital POC to obtain it. If a new registration code is needed, the Hospital POC must submit a request to the Help Desk via email at odacshelpdesk@dcca.com or by calling 1-844-876-0765.
- Upload** Once registration is complete, navigate to the Upload Acquisition Data page to upload your data. Alternatively, you'll be able to add and update your data online.
- Submit** After the file upload is complete, navigate to the Add/Update Acquisition Data page to submit the data.

[Visit the CMS website](#)  [Go to Registration](#) 

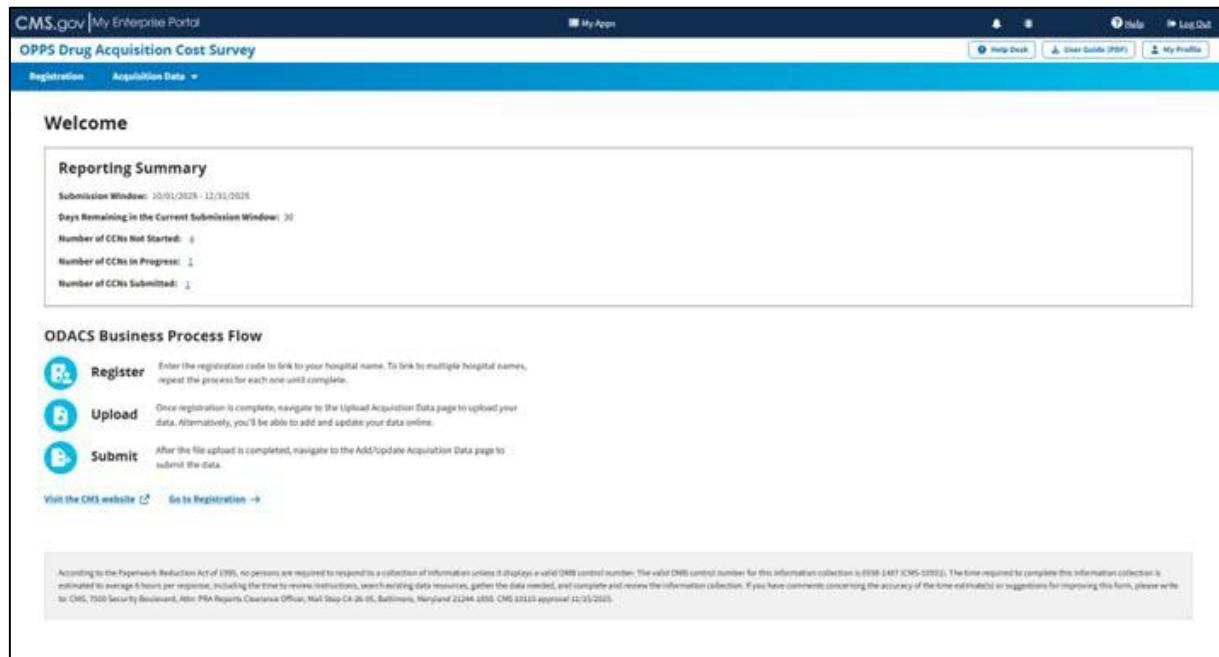
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1487 (CMS-10931). The time required to complete this information collection is estimated to average 8 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850. CMS 10110 approval 11/15/2025.

Figure 7: OPPS Drug Acquisition Cost Survey Homepage

The homepage displays two sections. The **Reporting Summary** section displays the submission window dates, and how many days are left in the current submission window. Once you have completed registering for the CMS Certification Numbers (CCNs) you are reporting data for, the **Reporting Summary** will also display the number of CCN(s) that have either not been started, are in progress, or have been submitted. Refer to *Figure 8*.

The **ODACS Business Process Flow** outlines each step of the submission process.

Note: The Visit CMS website link directs users to the ODACS website for additional resources such as fact sheets, Frequently Asked Questions, and a recording of the training webinar. Email the Help Desk for additional assistance: ODACSHelpDesk@dcca.com.



Welcome

Reporting Summary

Submission Window: 10/01/2026 - 12/31/2026

Days Remaining in the Current Submission Window: 20

Number of CCNs Not Started: 6

Number of CCNs In Progress: 1

Number of CCNs Submitted: 1

ODACS Business Process Flow

- Register** Enter the registration code to link to your hospital name. To link to multiple hospital names, repeat the process for each one until complete.
- Upload** Once registration is complete, navigate to the Upload Acquisition Data page to upload your data. Alternatively, you'll be able to add and update your data online.
- Submit** After the file upload is completed, navigate to the Add/Update Acquisition Data page to submit the data.

Visit the CMS website [\[link\]](#) Go to Registration →

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1487 (CMS-0900). The time required to complete this information collection is estimated to average 8 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to CMS, 7500 Security Boulevard, Rm 1000, PRA Reports Clearance Officer, Mail Stop C4-06-05, Baltimore, Maryland 21244-1850. CMS 0900 approval 12/31/2015.

Figure 8: Homepage with Reporting Summary

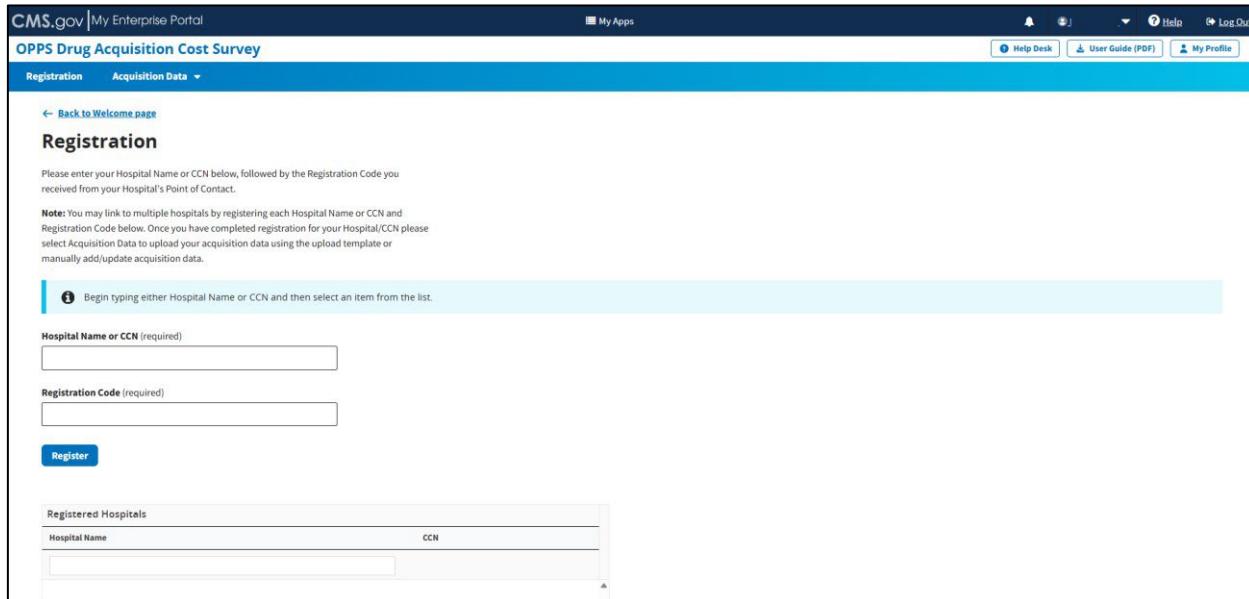
3. Registration

Submitters must complete the registration process by validating the relationship between the Submitter and CCN using a unique registration code. Each Hospital Point of Contact (POC) receives the unique hospital registration code(s) from CMS and is responsible for providing it to the designated Submitter for each CCN. The Submitter must enter this code to complete the registration process and confirm their ability to submit data on behalf of the CCN in the system.

Follow these steps to complete registration for your CCN:

1. From the ODACS homepage, click the **Registration** tab.

The Registration page displays. Refer to *Figure 9*.



Registration

Please enter your Hospital Name or CCN below, followed by the Registration Code you received from your Hospital's Point of Contact.

Note: You may link to multiple hospitals by registering each Hospital Name or CCN and Registration Code below. Once you have completed registration for your Hospital/CCN please select Acquisition Data to upload your acquisition data using the upload template or manually add/update acquisition data.

Begin typing either Hospital Name or CCN and then select an item from the list.

Hospital Name or CCN (required)

Registration Code (required)

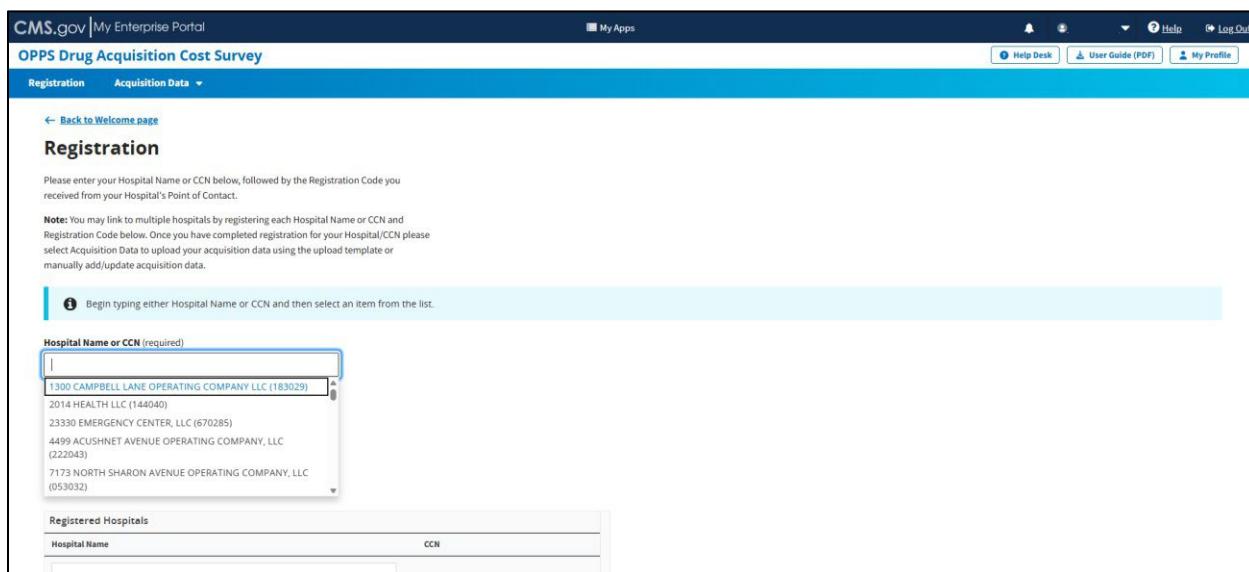
Register

Registered Hospitals

Hospital Name	CCN

Figure 9: Registration Page

2. Enter the hospital name or CCN in the **Hospital Name or CCN** field. A list of hospital names will auto-populate as you type. Select, or fully type in, the hospital name. Refer to *Figure 10*.



Registration

Please enter your Hospital Name or CCN below, followed by the Registration Code you received from your Hospital's Point of Contact.

Note: You may link to multiple hospitals by registering each Hospital Name or CCN and Registration Code below. Once you have completed registration for your Hospital/CCN please select Acquisition Data to upload your acquisition data using the upload template or manually add/update acquisition data.

Begin typing either Hospital Name or CCN and then select an item from the list.

Hospital Name or CCN (required)

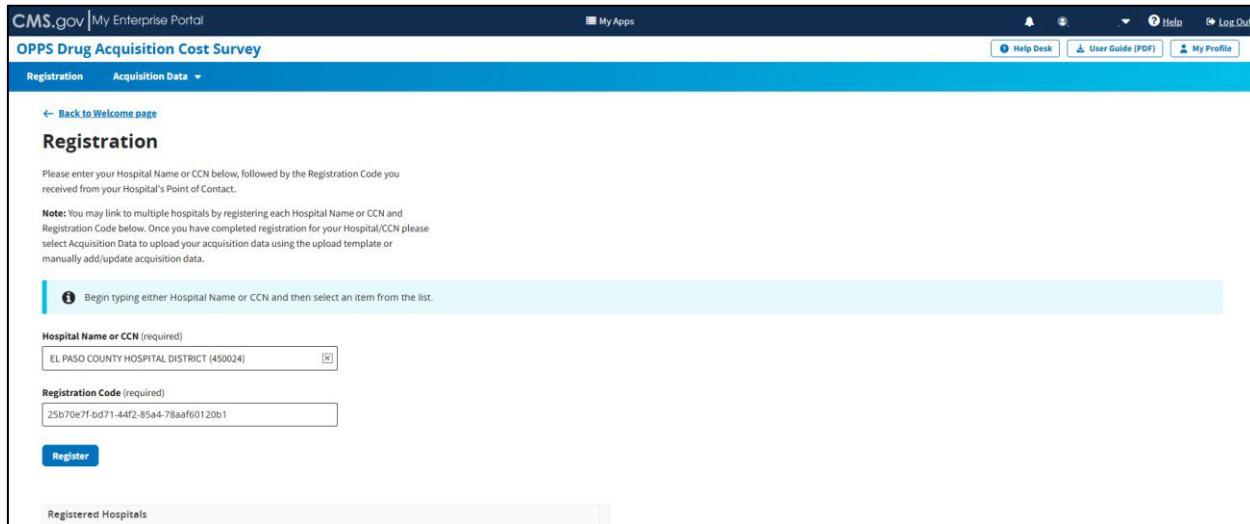
1300 CAMPBELL LANE OPERATING COMPANY LLC (183029)
 2014 HEALTH LLC (144040)
 23330 EMERGENCY CENTER, LLC (670285)
 4499 ACUSHNET AVENUE OPERATING COMPANY, LLC (222043)
 7175 NORTH SHARON AVENUE OPERATING COMPANY, LLC (053032)

Registered Hospitals

Hospital Name	CCN

Figure 10: Hospital Name or CCN Field Auto-Populating

3. Copy and paste the unique registration code in the **Registration Code** field. *Figure 11* provides an example of populated Hospital Name or CCN and Registration Code fields.



Registration

Please enter your Hospital Name or CCN below, followed by the Registration Code you received from your Hospital's Point of Contact.

Note: You may link to multiple hospitals by registering each Hospital Name or CCN and Registration Code below. Once you have completed registration for your Hospital/CCN please select Acquisition Data to upload your acquisition data using the upload template or manually add/update acquisition data.

Begin typing either Hospital Name or CCN and then select an item from the list.

Hospital Name or CCN (required)
EL PASO COUNTY HOSPITAL DISTRICT (450024)

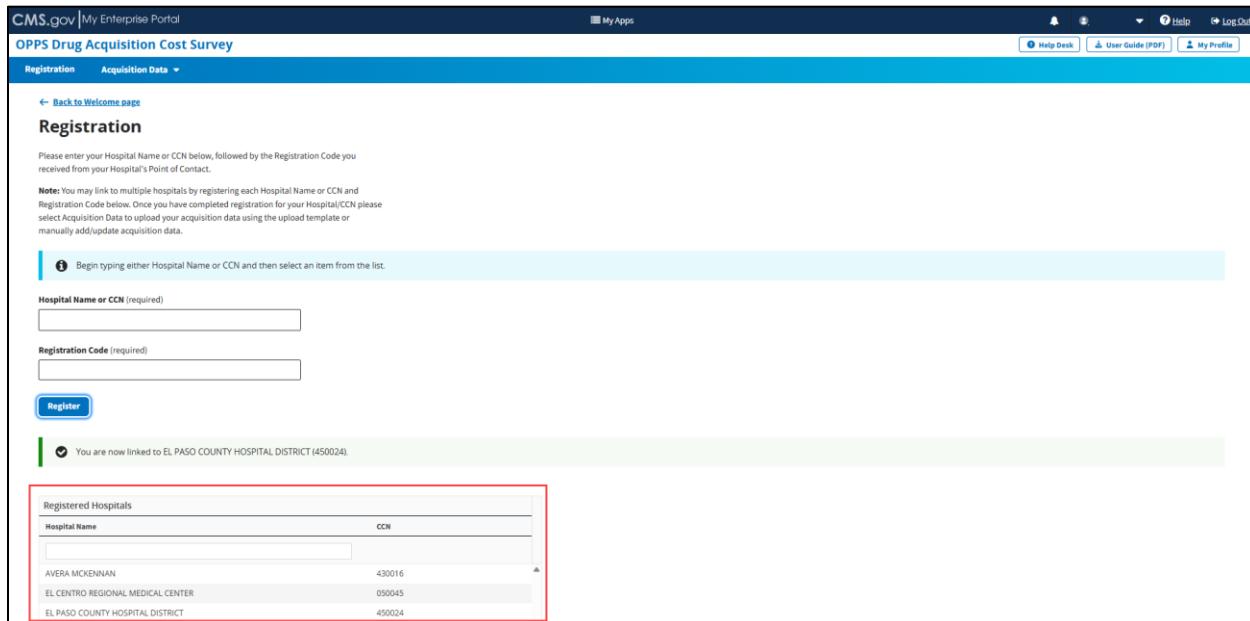
Registration Code (required)
25b70e7f-bd71-44f2-85a4-78aaef60120b1

Register

Figure 11: CCN and Registration Code Populated

- Once complete, click the **Register** button.

The ODACS Module displays a success message and a list of Registered Hospitals. Refer to *Figure 12*. The system also generates an email to the Hospital POC confirming registration has been completed for the CCN.



Registration

Please enter your Hospital Name or CCN below, followed by the Registration Code you received from your Hospital's Point of Contact.

Note: You may link to multiple hospitals by registering each Hospital Name or CCN and Registration Code below. Once you have completed registration for your Hospital/CCN please select Acquisition Data to upload your acquisition data using the upload template or manually add/update acquisition data.

Begin typing either Hospital Name or CCN and then select an item from the list.

Hospital Name or CCN (required)

Registration Code (required)

Register

You are now linked to EL PASO COUNTY HOSPITAL DISTRICT (450024)

Hospital Name	CCN
AVERA MCKENNA	430016
EL CENTRO REGIONAL MEDICAL CENTER	050045
EL PASO COUNTY HOSPITAL DISTRICT	450024

Figure 12: Success Message and List of Registered Hospitals

- Submitters entering data for more than one hospital must repeat *Step 2* through *Step 5* until registration is complete for all CCNs they are assigned to.

4. Enter Acquisition Data

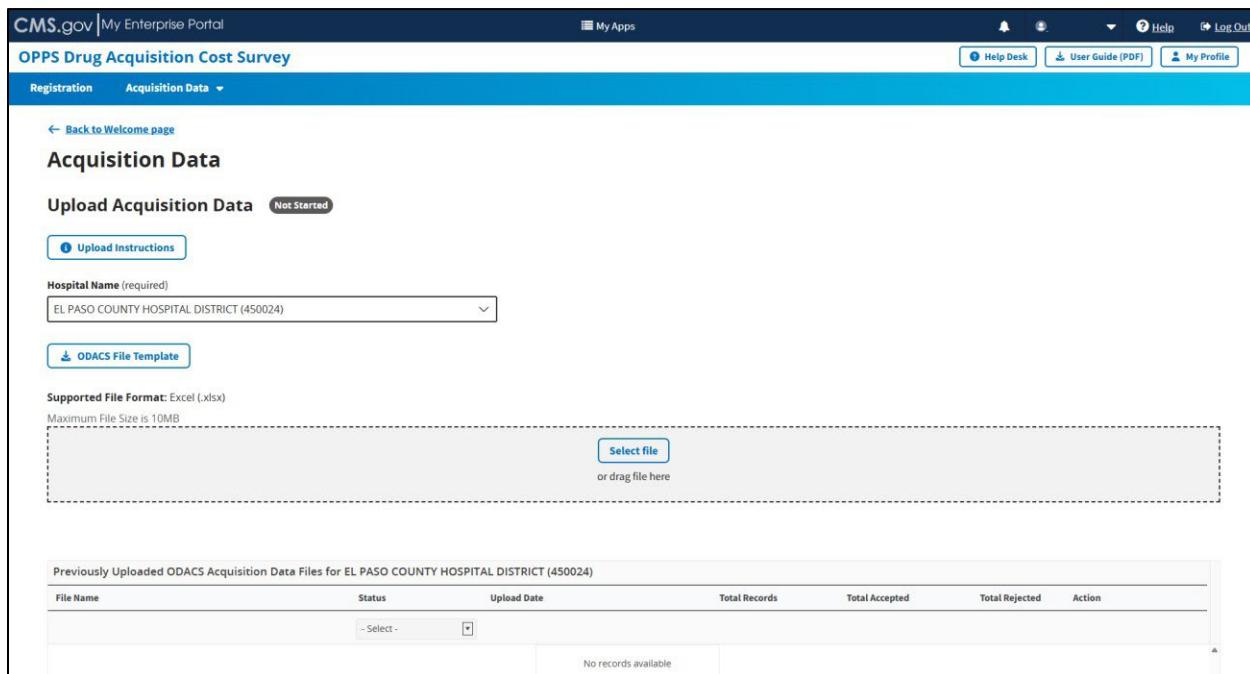
Click the **Acquisition Data** tab to begin the Acquisition Data entry process. A drop-down menu displays with the options **Upload Acquisition Data** and **Add/Update Acquisition Data**. Refer to *Figure 13*.



Figure 13: Acquisition Data Tab

4.1 Upload Acquisition Data

Selecting the **Upload Acquisition Data** option allows Submitters to batch upload data entries for multiple NDCs at once.



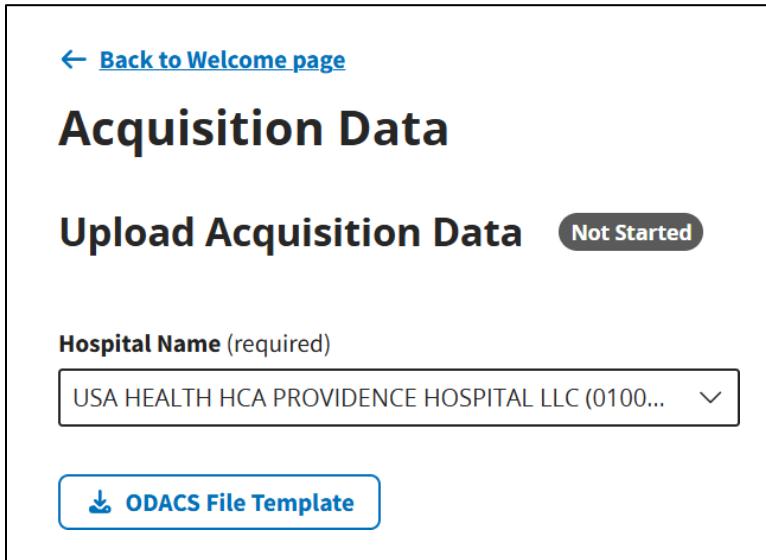
File Name	Status	Upload Date	Total Records	Total Accepted	Total Rejected	Action
- Select -			No records available			

Figure 14: Upload Acquisition Data

Follow these steps to access the ODACS File Template and upload Acquisition Data:

Note: Submitters can also download the **ODACS File Template** on the [ODACS website](#) before accessing the ODACS module.

1. Select your hospital from the **Hospital Name** drop-down menu. If you are submitting data for only one hospital, it will be pre-populated in the field. Refer to *Figure 15*.



← [Back to Welcome page](#)

Acquisition Data

Upload Acquisition Data Not Started

Hospital Name (required)

USA HEALTH HCA PROVIDENCE HOSPITAL LLC (0100...)

[!\[\]\(36e59bb2f5f69081e12d62e74933c4ce_img.jpg\) ODACS File Template](#)

Figure 15: Hospital Name Drop-Down Menu

2. Click the **ODACS File Template** button to download the Excel template.

Submitters may use their own Excel file to upload data to the system and do not have to use the template provided; however, the Excel data report must be structured similarly to the template and must meet the following requirements:

- Adhere to all field-level requirements
- Use the .xlsx (Excel) file format
- Provide data in a worksheet titled “Data Submission Template”
- Include headings that exactly match Row 1 of the “Data Submission Template”:
 - Column A: Drug Name
 - Column B: NDC11 (hyphen)
 - Column C: NDC11 (no hyphen)
 - Column D: Total Units Purchased - Non-340B
 - Column E: Total Net Acquisition Cost - Non-340B
 - Column F: Total Units Purchased - 340B
 - Column G: Total Net Acquisition Cost - 340B

Note: CMS strongly recommends using the provided template, as the system will reject data reports that lack matching column headings to those listed above.

3. Follow the template instructions to enter the data.

Note: Your net acquisition costs should reflect all discounts and rebates you have received at the NDC level.

4. After completing the template, click **Select File** to begin your file upload.

5. Select the correct file from your library and click **Open**. Refer to *Figure 16*.

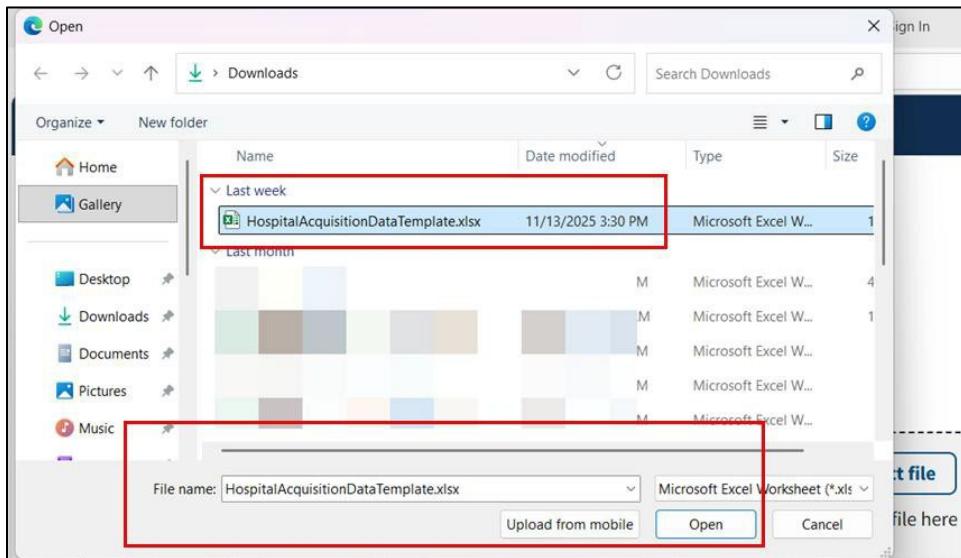


Figure 16: Template Selected

Note: The data file upload may take several minutes, depending on the file size, as the system performs data validation to ensure acceptance.

6. The ODACS Module displays a success message once the file has successfully uploaded. The file is available to view in the Previously Uploaded ODACS Acquisition Data Files section. Refer to *Figure 17*.

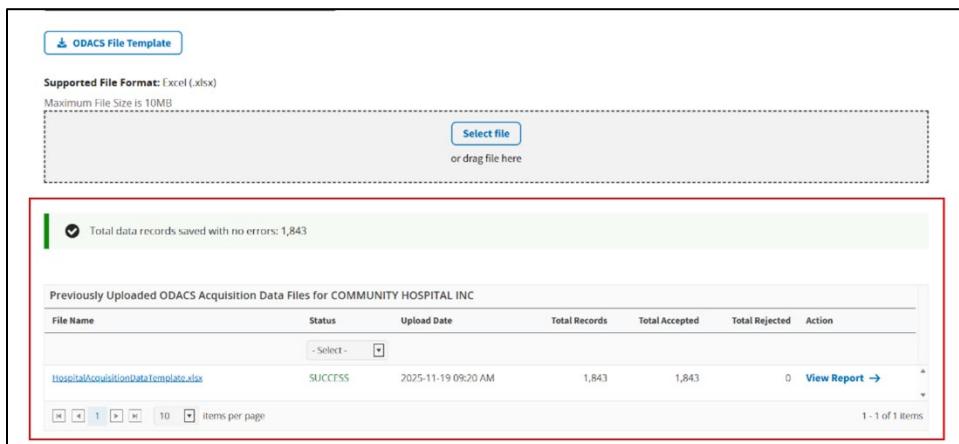


Figure 17: Upload Successful

When your file uploads successfully, the system places the NDCs for which data were accepted on the **Reported Data** tab of the Add/Update Acquisition Data page. The system places NDCs for which data were not reported on the NDCs Not Reported tab. Refer to *Section 4.3: Review and Update Acquisition Data* for instructions to review your uploaded data.

If your file is not uploaded successfully, refer to *Section 4.1.1: File Upload Errors*, for next steps on remediation.

4.1.1 File Upload Errors

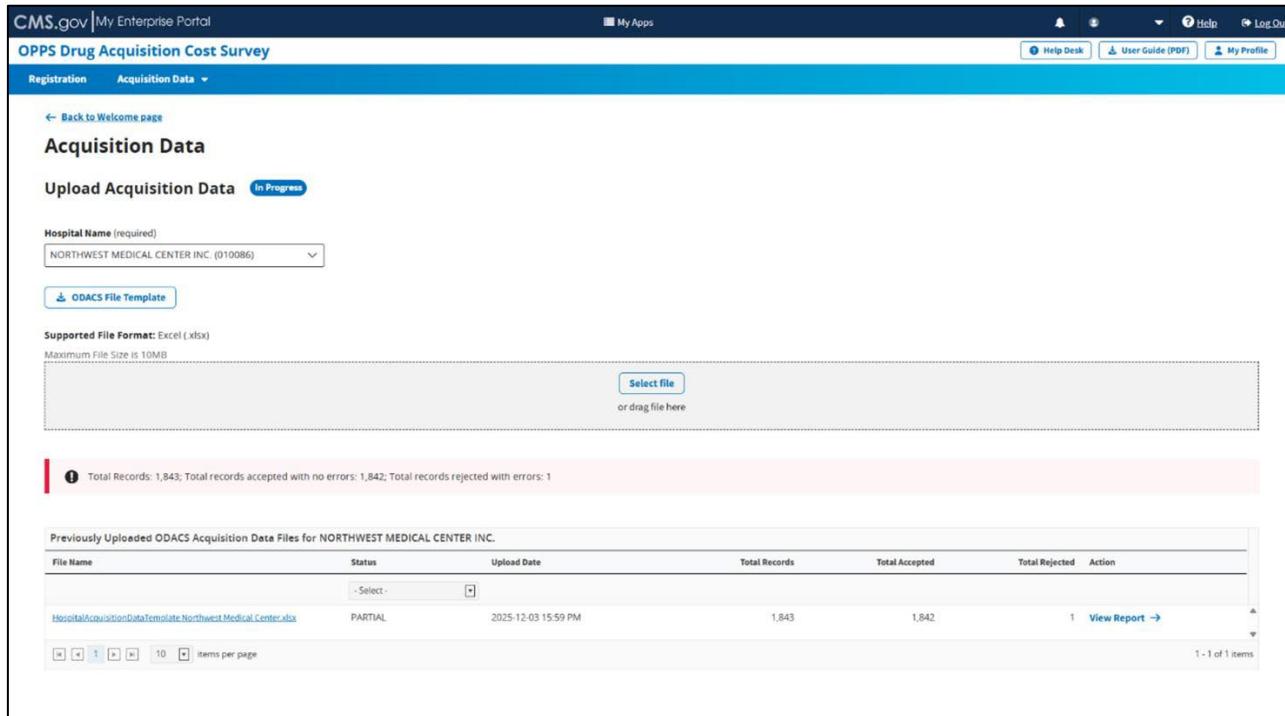
The ODACS Module performs validation checks of the template itself and each line item. The system rejects data that do not meet the criteria in *Table 1*. These instructions are also on the Instructions tab of the ODACS Data Template.

Table 1: Data Criteria

Column	Column Name	Format	Allowed Values
D	Total Units Purchased - Non-340B	Numeric, up to two decimals	Cells in Column D may contain no data, zeros, or positive values; negative values will not be accepted. If Column D has data, then Column E must also have data.
E	Total Net Acquisition Cost - Non-340B	Currency (U.S. Dollars)	Cells in Column E may contain no data, zeros, or positive values; negative values will not be accepted. If Column E has data, then Column D must also have data.
F	Total Units Purchased - 340B	Numeric, up to two decimals	Cells in Column F may contain no data, zeros, or positive values; negative values will not be accepted. If Column F has data, then Column G must also have data.
G	Total Net Acquisition Cost - 340B	Currency (U.S. Dollars)	Cells in Column G may contain no data, zeros, or positive values; negative values will not be accepted. If Column G has data, then Column F must also have data.

During validation, if there are errors related to the structure of the document (i.e., the column headers are missing or the data worksheet is not titled “Data Submission Template”), all records are rejected, and the file status is set to Error.

If some records are accepted while others are rejected, the file upload status is set to Partial, and an error message displays detailing how many records were processed successfully and how many were rejected with errors. Refer to *Figure 18*.



The screenshot shows the CMS ODACS Submitter User Guide interface. The top navigation bar includes links for "My Enterprise Portal", "My Apps", "Help Desk", "User Guide (PDF)", and "My Profile". The main content area is titled "OPPS Drug Acquisition Cost Survey" and "Acquisition Data". A progress bar indicates "Upload Acquisition Data In Progress". A dropdown menu for "Hospital Name (required)" shows "NORTHWEST MEDICAL CENTER INC (010086)". A link to "ODACS File Template" is provided. The "Supported File Format" is specified as "Excel (.xlsx)" with a maximum file size of 10MB. A file upload area allows for "Select file" or "or drag file here". A message bar at the bottom left states "Total Records: 1,843; Total records accepted with no errors: 1,842; Total records rejected with errors: 1". Below this, a table lists previously uploaded ODACS Acquisition Data Files for NORTHWEST MEDICAL CENTER INC. The table columns are: File Name, Status, Upload Date, Total Records, Total Accepted, Total Rejected, and Action. One entry is shown: "HospitalAcquisitionDataTemplate Northwest Medical Center.xlsx" with Status "PARTIAL", Upload Date "2025-12-03 15:59 PM", Total Records "1,843", Total Accepted "1,842", and Total Rejected "1". A "View Report" link is available for this entry. The bottom of the table shows pagination controls and "1 - 1 of 1 items".

Figure 18: Data Validation

For files with the status Error or Partial, users may click the View Report link to view the file upload details highlighting which data field(s) contain errors. Refer to *Figure 19*.

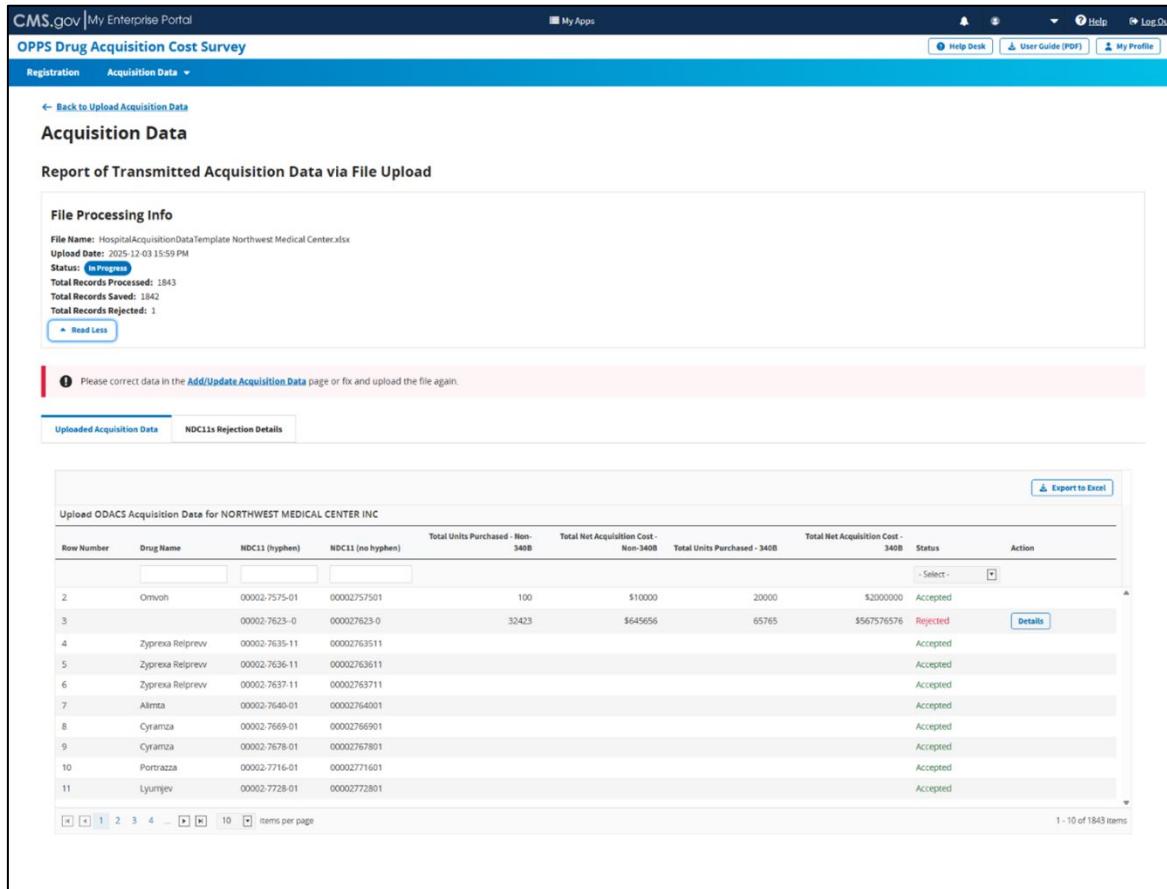

 A screenshot of the CMS ODACS Submitter User Guide. The top navigation bar includes the CMS logo, a search bar, and links for 'My Apps', 'Help', 'User Guide (PDF)', and 'My Profile'. The main content area is titled 'OPPS Drug Acquisition Cost Survey' and shows a 'Report of Transmitted Acquisition Data via File Upload'. A 'File Processing Info' section displays the file name as 'HospitalAcquisitionDataTemplate Northwest Medical Center.xlsx', the upload date as '2025-12-03 15:59 PM', and the status as 'In Progress'. It also shows 'Total Records Processed: 1843', 'Total Records Saved: 1842', and 'Total Records Rejected: 1'. Below this is a note: 'Please correct data in the [Add/Update Acquisition Data](#) page or fix and upload the file again.' The main table, titled 'Upload ODACS Acquisition Data for NORTHWEST MEDICAL CENTER INC', lists 11 rows of data. The first row is a header. The 'Status' column for the 11th row is 'Rejected' with a red background. The 'Action' column for this row contains a 'Details' button. The table includes an 'Export to Excel' button in the top right corner. Navigation controls and a page number '1 - 10 of 1843 items' are at the bottom of the table.

Figure 19: View Report

For files rejected with the Error status, Submitters must correct the error(s) in the Excel file and re-upload the file.

For files that are uploaded with the Partial status, it is recommended that submitters correct the error(s) in the Excel file and re-upload the file.

Note: Re-uploading a corrected file will overwrite all previously accepted data.

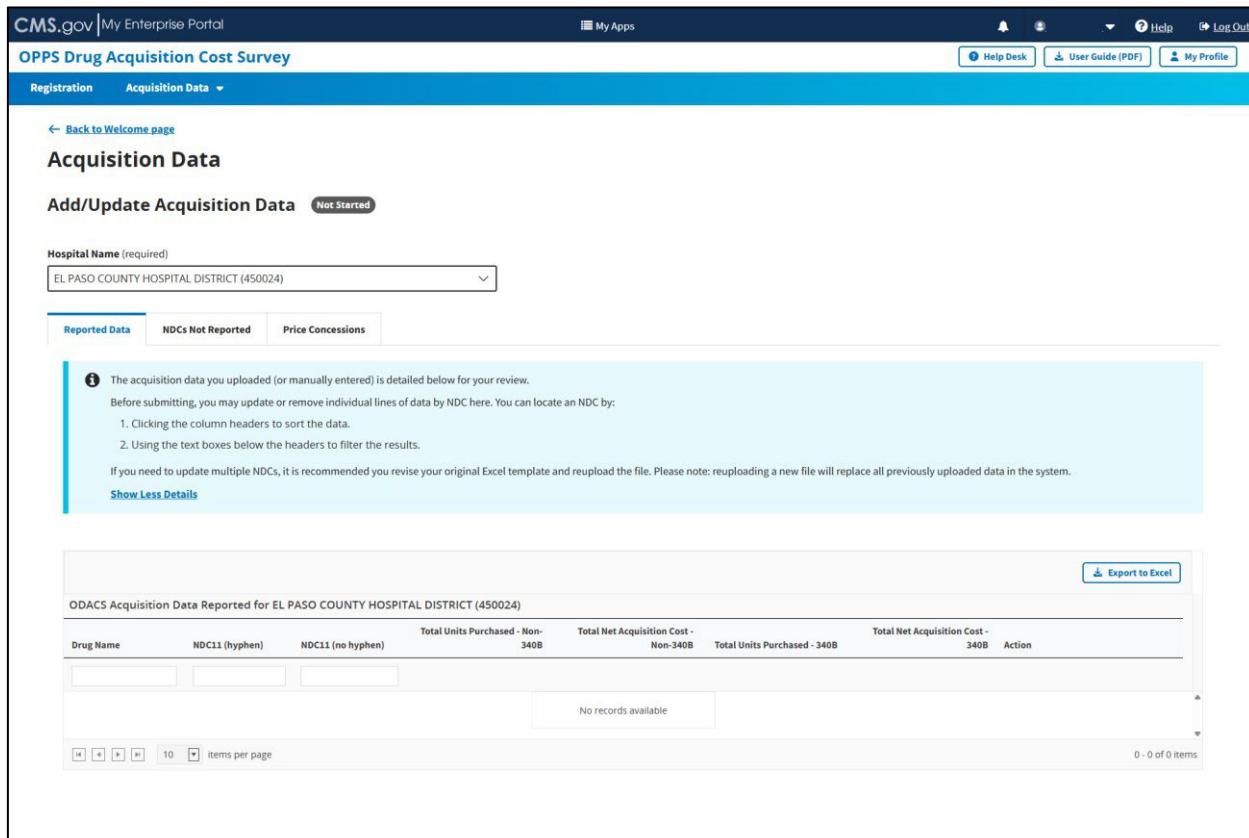
For uploads with minimal errors, such as the example in the previous figures where one record was rejected, Submitters may also manually correct the data error by going to the **Add/Update Acquisition Data** page and editing the data field on the **Reported Data** tab. Refer to *Section 4.3.1: Reported Data Tab* for instructions on updating data.

4.2 Manually Add Acquisition Data

Submitters can individually add data on the Add/Update Acquisition Data page by following these steps:

1. Select **Add/Update Acquisition Data** from the **Acquisition Data** drop-down menu.

The **Add/Update Acquisition Data** page displays. Refer to *Figure 20*.



Acquisition Data

Add/Update Acquisition Data Not Started

Hospital Name (required)
EL PASO COUNTY HOSPITAL DISTRICT (450024)

Reported Data **NDCs Not Reported** **Price Concessions**

Information: The acquisition data you uploaded (or manually entered) is detailed below for your review. Before submitting, you may update or remove individual lines of data by NDC here. You can locate an NDC by:
 1. Clicking the column headers to sort the data.
 2. Using the text boxes below the headers to filter the results.
 If you need to update multiple NDCs, it is recommended you revise your original Excel template and reupload the file. Please note: reuploading a new file will replace all previously uploaded data in the system.
[Show Less Details](#)

ODACS Acquisition Data Reported for EL PASO COUNTY HOSPITAL DISTRICT (450024)

Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Total Units Purchased - Non-340B	Total Net Acquisition Cost - Non-340B	Total Units Purchased - 340B	Total Net Acquisition Cost - 340B	Action
No records available							

Export to Excel

Items per page: 10

0 - 0 of 0 items

Figure 20: Add/Update Acquisition Data

2. Select the **Hospital Name** from the drop-down menu.

Note: If a Submitter has registered for only one hospital, the hospital name will be populated in the field, and the drop-down feature will be disabled.

3. Click the **NDCs Not Reported** tab.

A list of all NDCs for which data has not been reported displays. Refer to *Figure 21*.

Hospital Name (required)

[Reported Data](#) NDCs Not Reported [Price Concessions](#)

Info Below are the NDCs for which you have not yet reported data. To manually add data for NDCs:

- Locate the NDC by clicking on the column headers to sort by column or by using the text boxes below the column headers to filter for the NDC you need.
- Click the Add button next to the NDC, enter the acquisition data, and click Save.

The NDC, and the data you entered, will automatically move to the [Reported Data](#) tab.

[Show Less Details](#)

ODACS Acquisition Data Not Reported for EL PASO COUNTY HOSPITAL DISTRICT (450024)			
Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Action
Granix	63459-0910-15	63459091015	Add
Granix	63459-0910-17	63459091017	Add
Granix	63459-0910-36	63459091036	Add
Granix	63459-0912-11	63459091211	Add
Granix	63459-0912-15	63459091215	Add
Granix	63459-0912-17	63459091217	Add
Granix	63459-0912-36	63459091236	Add
Solu-Medrol	51662-1264-03	51662126403	Add
Methylprednisolone Sodium Succ	63323-0255-03	63323025503	Add
Methylprednisolone Sodium Succ	63323-0258-03	63323025803	Add

[\[<\]](#) [\[<\]](#) [\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[>\]](#) [\[>\]](#) items per page

1 - 10 of 1843 items

Figure 21: NDC List

4. Find the NDC by clicking the column headers and sorting by column, or by using the text boxes below the column headers to filter for the NDC you wish to add data for. Refer to *Figure 22*.

ODACS Acquisition Data Not Reported for USA HEALTH HCA PROVIDENCE HOSPITAL LLC (010090)

Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Action
HyperHepB	13533-0636-01	13533063601	Add

Figure 22: NDC Search Fields

5. Click the **Add** button next to the correct drug to open the Add New Acquisition Data form. Refer to *Figure 23*.

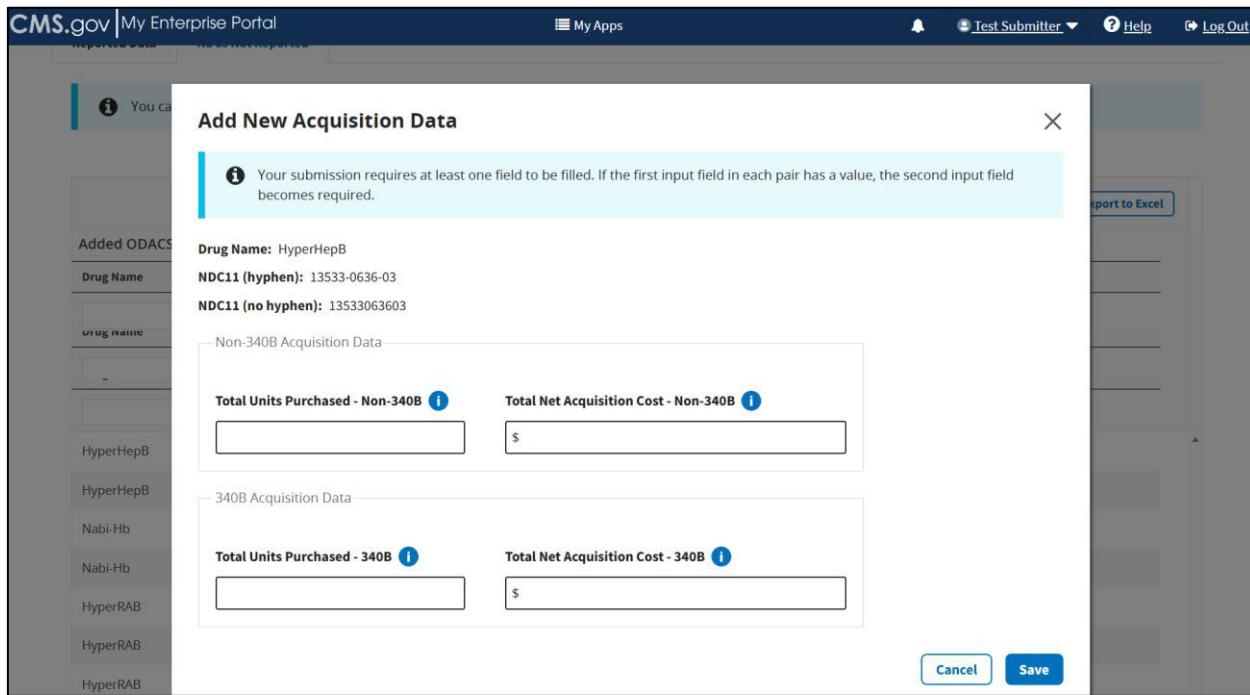


Figure 23: Add New Acquisition Data

Note: Your net acquisition costs should reflect all discounts and rebates you have received at the NDC level.

6. Enter the data for each field.

Note: The fields are paired by Non-340B and 340B Acquisition Data. A field can contain positive values, zeros, or be left blank. Each pair requires that if one field contains data (including zeros or positive values), the corresponding field in the pair must also contain data, even if the number is zero. Refer to *Figure 24*.

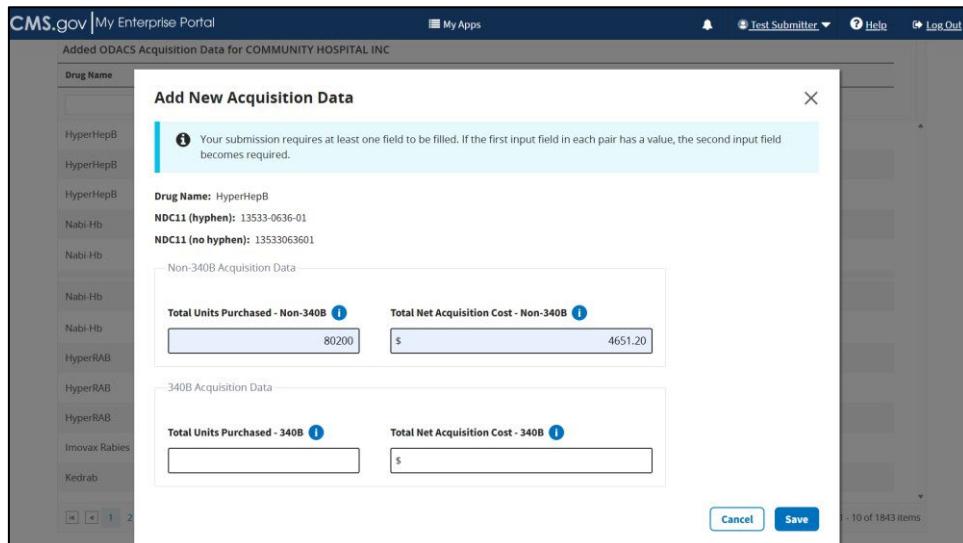
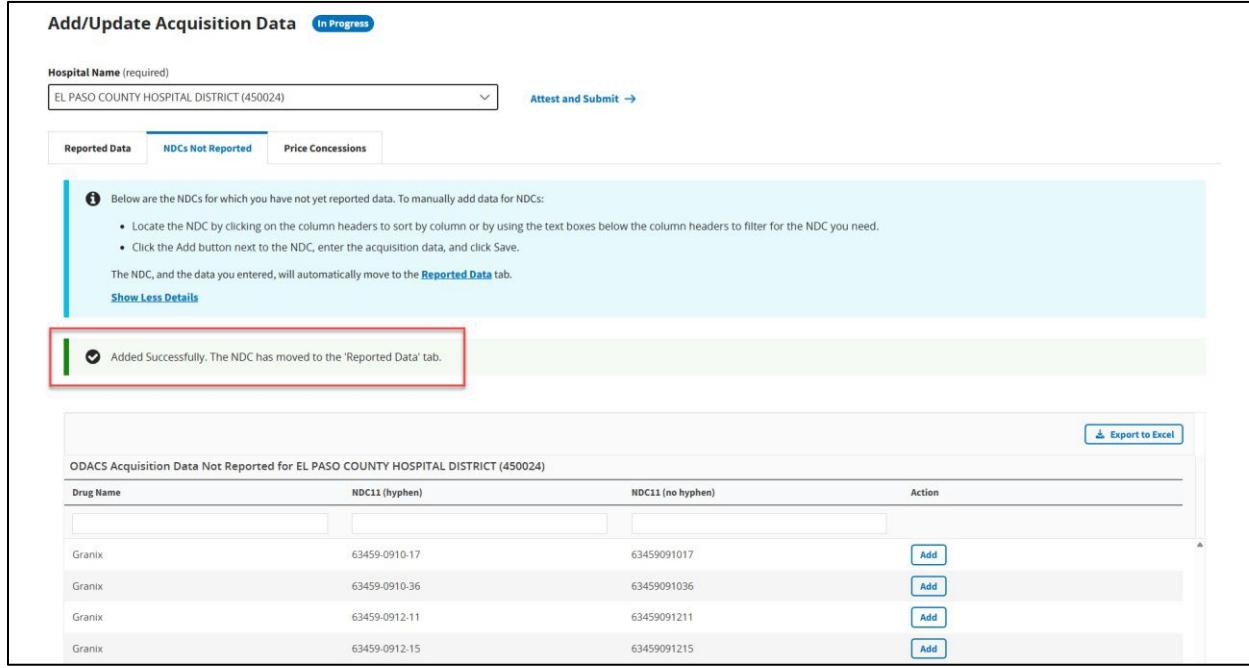


Figure 24: Add New Acquisition Data Populated

7. After entering the data, click **Save**.

The module moves the NDC and corresponding data to the Reported Data tab. The ODACS module displays a success message. Refer to *Figure 25*.



The screenshot shows the 'Add/Update Acquisition Data' page with the hospital name 'EL PASO COUNTY HOSPITAL DISTRICT (450024)' selected. The 'Reported Data' tab is active. A success message box is displayed, stating: 'Added Successfully. The NDC has moved to the 'Reported Data' tab.' Below this, a table lists 'ODACS Acquisition Data Not Reported for EL PASO COUNTY HOSPITAL DISTRICT (450024)' with columns for Drug Name, NDC11 (hyphen), NDC11 (no hyphen), and Action (with 'Add' buttons). The table data is as follows:

Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Action
Granix	63459-0910-17	63459091017	<input type="button" value="Add"/>
Granix	63459-0910-36	63459091036	<input type="button" value="Add"/>
Granix	63459-0912-11	63459091211	<input type="button" value="Add"/>
Granix	63459-0912-15	63459091215	<input type="button" value="Add"/>

Figure 25: Success Message

8. Repeat *Step 2* through *Step 7* until all acquisition data are entered. Leave the fields blank for NDCs that your hospital did not acquire during this time.

4.3 Review and Update Acquisition Data

Once you have successfully entered or uploaded your data, review the data for accuracy.

4.3.1 Reported Data Tab

On the **Add/Update Acquisition Data** page, the **Reported Data** tab displays NDCs for which numeric data have been entered and accepted by the system. Review these data carefully prior to submission.

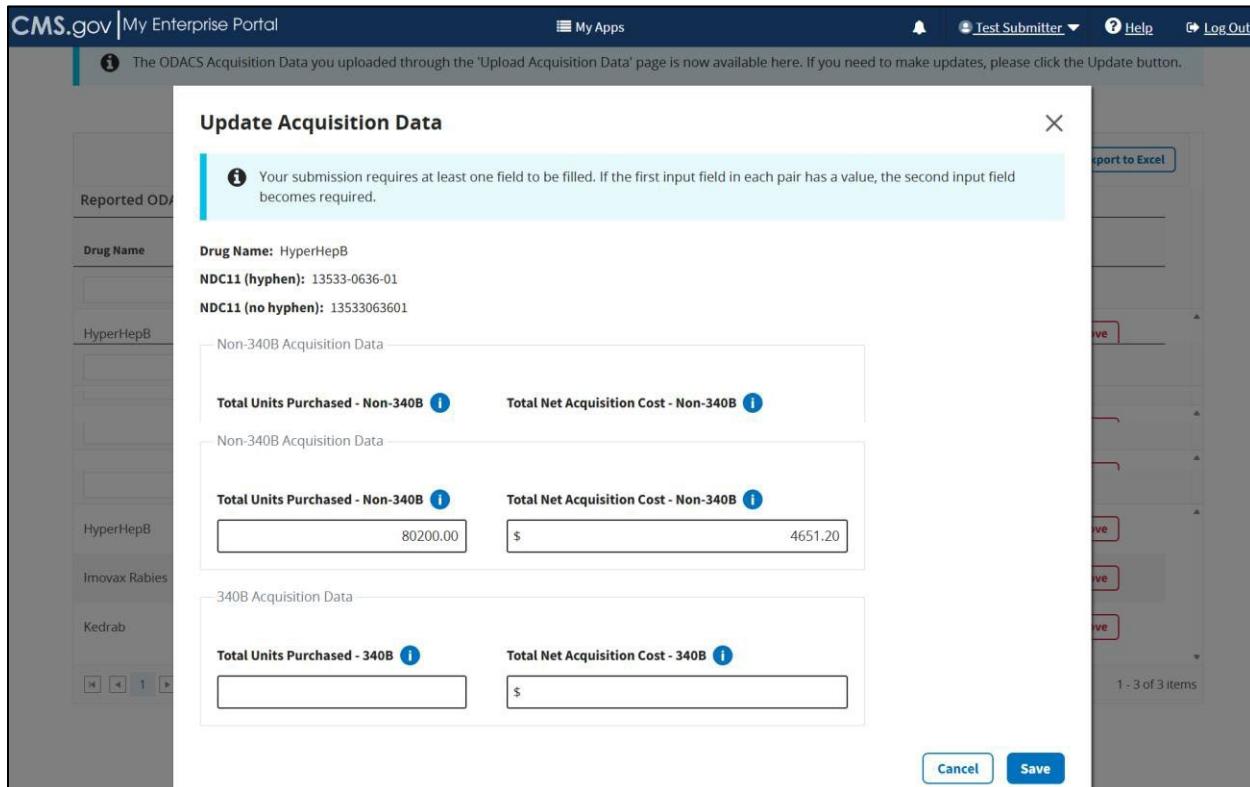
Follow these steps to update data:

1. To edit any data, find the NDC by clicking the column headers and sorting them by column, or by using the text boxes below the column headers to filter for the NDC you wish to update data for. Then click the **Update** button next to the NDC requiring changes.

Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Total Units Purchased - Non-340B	Total Net Acquisition Cost - Non-340B	Total Units Purchased - 340B	Total Net Acquisition Cost - 340B	Action
HyperHepB	13533-0636-01	13533063601	80,200.00	\$4,651.20			Update Remove
Imovax Rabies	49281-0250-51	49281025051	3,000.00	\$46,872.00	2,600.00	\$156,987.00	Update Remove

Figure 26: Update Button

The data entry form displays with the previously entered data. Refer to *Figure 27*.

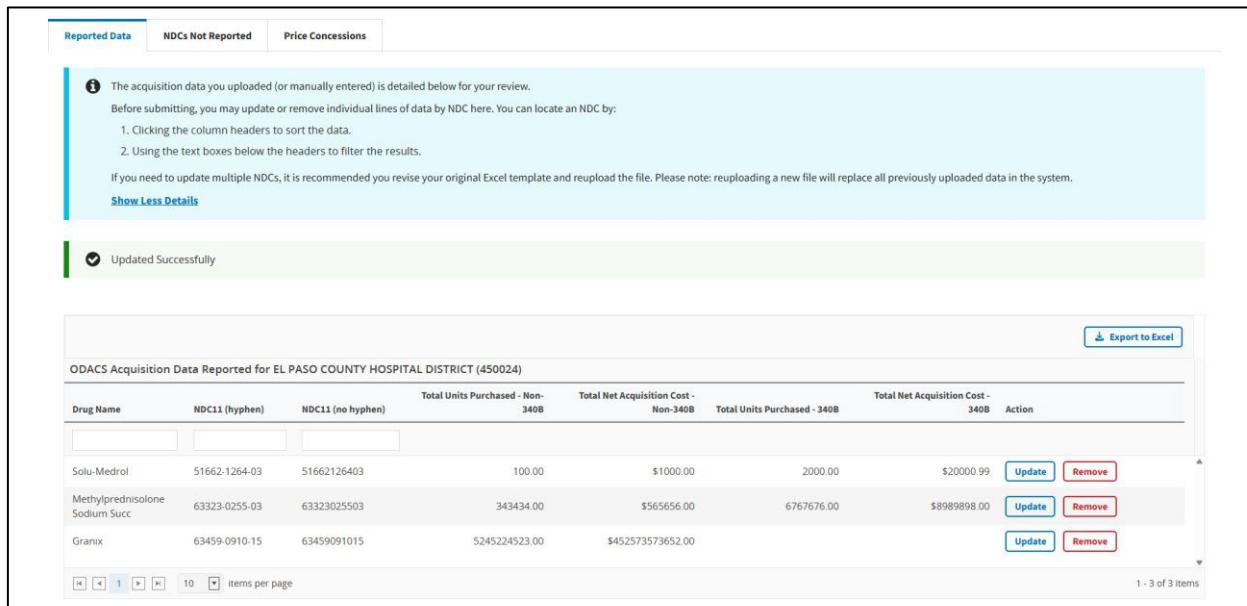


The screenshot shows a CMS.gov My Enterprise Portal interface. A modal dialog box is open, titled 'Update Acquisition Data'. Inside the dialog, there is a message: 'Your submission requires at least one field to be filled. If the first input field in each pair has a value, the second input field becomes required.' Below this message, drug information is listed: 'Drug Name: HyperHepB', 'NDC11 (hyphen): 13533-0636-01', and 'NDC11 (no hyphen): 13533063601'. The 'Non-340B Acquisition Data' section contains two input fields: 'Total Units Purchased - Non-340B' (value: 80200.00) and 'Total Net Acquisition Cost - Non-340B' (value: \$4651.20). The '340B Acquisition Data' section contains two empty input fields: 'Total Units Purchased - 340B' and 'Total Net Acquisition Cost - 340B'. At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons. The background shows a list of drugs: HyperHepB, Imovax Rabies, and Kedrab, with a 'Report to Excel' button.

Figure 27: Update Acquisition Data

2. After updating the data, click the **Save** button.

The module displays a success message and reflects the changes in the ODACS **Acquisition Data Reported** section at the bottom of the page.



The acquisition data you uploaded (or manually entered) is detailed below for your review. Before submitting, you may update or remove individual lines of data by NDC here. You can locate an NDC by:

1. Clicking the column headers to sort the data.
2. Using the text boxes below the headers to filter the results.

If you need to update multiple NDCs, it is recommended you revise your original Excel template and reupload the file. Please note: reuploading a new file will replace all previously uploaded data in the system.

[Show Less Details](#)

Updated Successfully

ODACS Acquisition Data Reported for EL PASO COUNTY HOSPITAL DISTRICT (450024)

Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Total Units Purchased - Non-340B	Total Net Acquisition Cost - Non-340B	Total Units Purchased - 340B	Total Net Acquisition Cost - 340B	Action
Solu-Medrol	51662-1264-03	51662126403	100.00	\$1000.00	2000.00	\$20000.99	Update Remove
Methylprednisolone Sodium Succ	63323-0255-03	63323025503	343434.00	\$565656.00	6767676.00	\$8989898.00	Update Remove
Granix	63459-0910-15	63459091015	5245224523.00	\$452573573652.00			Update Remove

1 - 3 of 3 items

Figure 28: Data Successfully Updated

3. To remove data from the **Reported Tab**, click the **Remove** button as in *Figure 29*. The data move from the **Reported Data** tab to the **NDCs Not Reported** tab.



Reported ODACS Acquisition Data for COMMUNITY HOSPITAL INC

Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Total Units Purchased - Non-340B	Total Net Acquisition Cost - Non-340B	Total Units Purchased - 340B	Total Net Acquisition Cost - 340B	Action
HyperHepB	13533-0636-01	13533063601	80,200.00	\$5,658.20			Update Remove
Imovax Rabies	49281-0250-51	49281025051	3,000.00	\$46,872.00	2,600.00	\$156,987.00	Update Remove
Kedrab	76125-0150-10	76125015010			1,500.00	\$851.45	Update Remove

1 - 3 of 3 items

Figure 29: Remove Data

The ODACS module displays a confirmation message.

4. Click **Remove**.

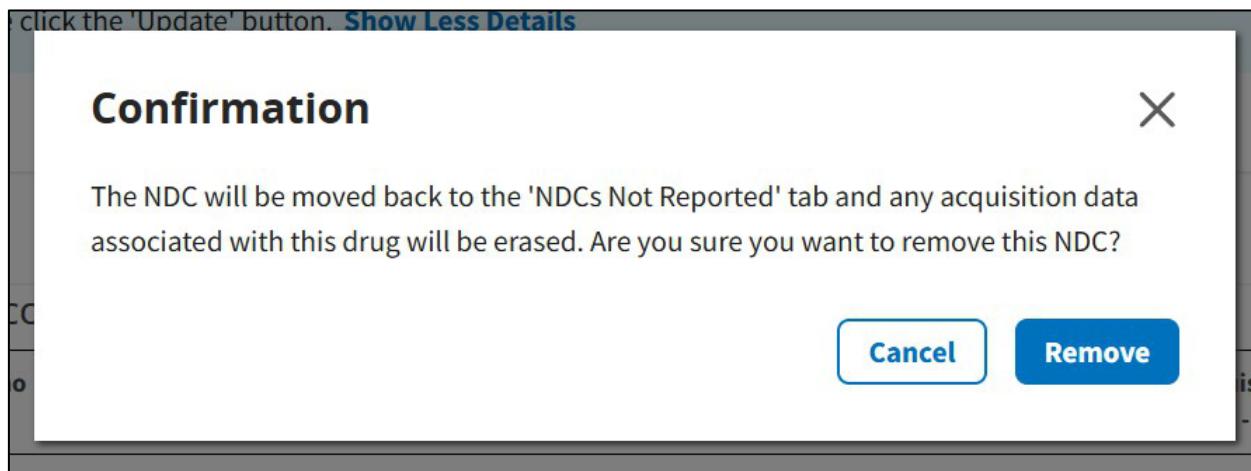
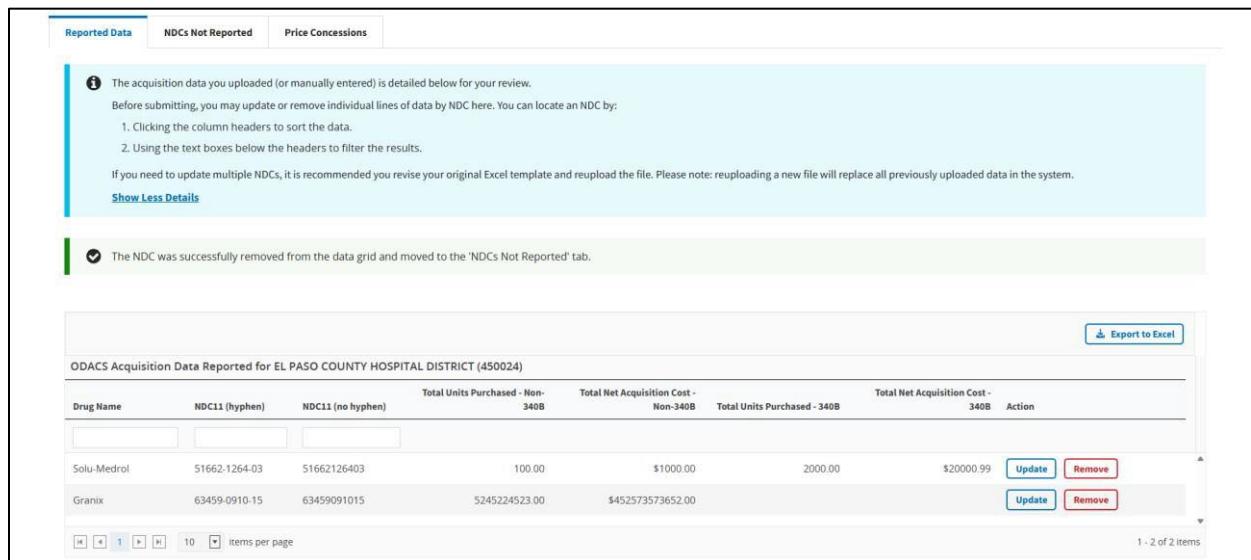


Figure 30: Remove Confirmation

The ODACS module displays a message indicating that the data were removed and transferred to the NDCs Not Reported tab. The module reflects these changes in the ODACS Acquisition Data Reported section at the bottom of the page.



ODACS Acquisition Data Reported for EL PASO COUNTY HOSPITAL DISTRICT (450024)						
Drug Name	NDC11 (hyphen)	NDC11 (no hyphen)	Total Units Purchased - Non-340B	Total Net Acquisition Cost - Non-340B	Total Units Purchased - 340B	Total Net Acquisition Cost - 340B
Solu-Medrol	51662-1264-03	51662126403	100.00	\$1000.00	2000.00	\$20000.99
Granix	63459-0910-15	63459091015	5245224523.00	\$452573573652.00		

Figure 31: NDC Successfully Removed

4.3.2 NDCs Not Reported Tab

The system places NDCs for which data were not reported on the **NDCs Not Reported** tab. Because submitters are expected to provide data only for NDCs your hospital purchased, there may be NDCs listed on this tab. However, it is important to review this list to ensure no NDC was accidentally omitted before submitting your data.

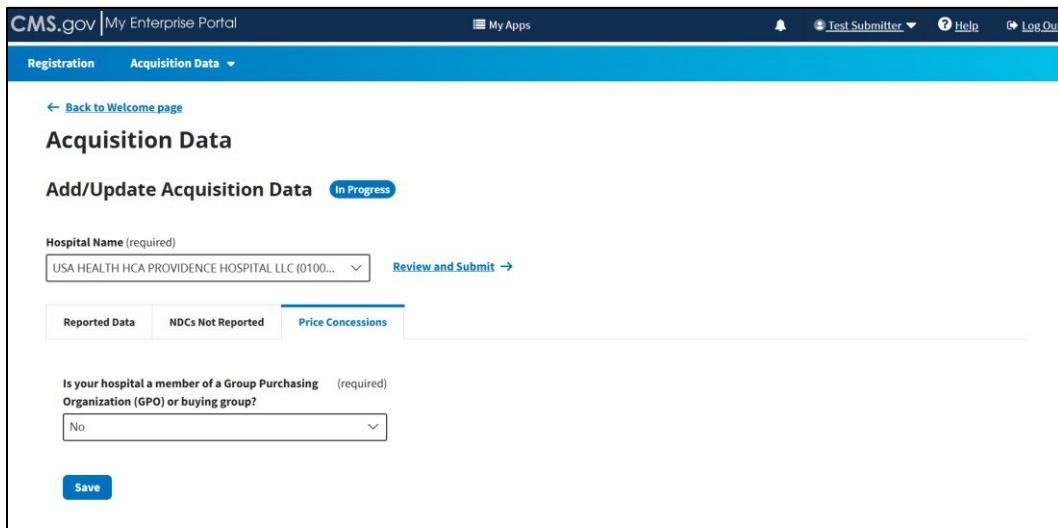
If you need to add data for an NDC listed on the **NDCs Not Reported** tab, refer to *Section 4.2: Manually Add Acquisition Data*.

4.4 Price Concessions

Your net acquisition costs should reflect all discounts and rebates you have received at the NDC level. These are typically already reflected in your invoice. The system requires all Submitters to review the **Price Concessions** tab and provide information about additional discounts or rebates from being part of a Group Purchasing Organization (GPO), or another buying group, or other similar discounts and rebates that cannot be reasonably incorporated into your NDC acquisition costs.

Follow these steps to update the Price Concessions tab:

1. From the **Add/Update Acquisition Data** page, click the **Price Concessions** tab.
2. Answer the required field asking if your hospital is a member of a Group Purchasing Organization (GPO) or buying group by selecting **Yes** or **No** from the drop-down menu.
 - a. If selecting **No**, click **Save** as in *Figure 32*.



The screenshot shows the CMS ODACS Submitter User Guide interface. The top navigation bar includes links for 'My Apps', 'Test Submitter', 'Help', and 'Log Out'. The main content area is titled 'Acquisition Data' and shows the 'Add/Update Acquisition Data' page. A sub-header 'In Progress' is visible. A 'Hospital Name' field contains 'USA HEALTH HCA PROVIDENCE HOSPITAL LLC (0100...)' with a dropdown arrow. A 'Review and Submit' button is to the right. Below the hospital name, there are three tabs: 'Reported Data', 'NDCs Not Reported', and 'Price Concessions' (which is highlighted in blue). A question 'Is your hospital a member of a Group Purchasing Organization (GPO) or buying group?' is present with a dropdown menu showing 'No'. A 'Save' button is located at the bottom of the form.

Figure 32: Price Concessions - No

- b. If selecting **Yes**, select the name of the Primary Buying Group from the drop-down menu as in *Figure 33*.

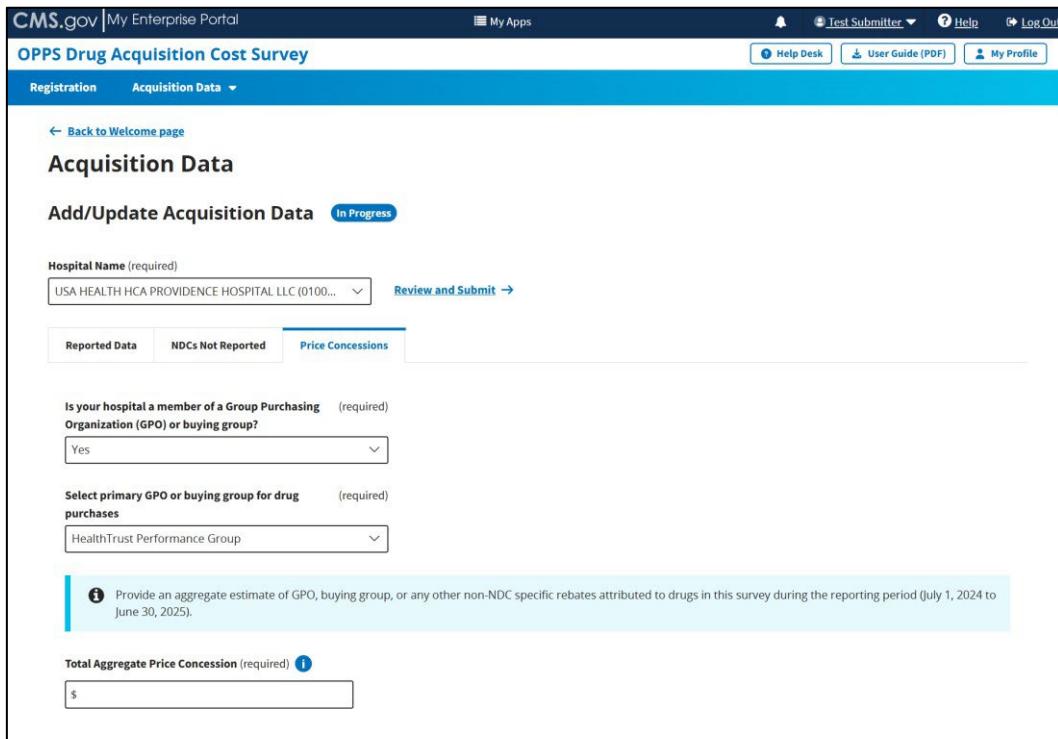
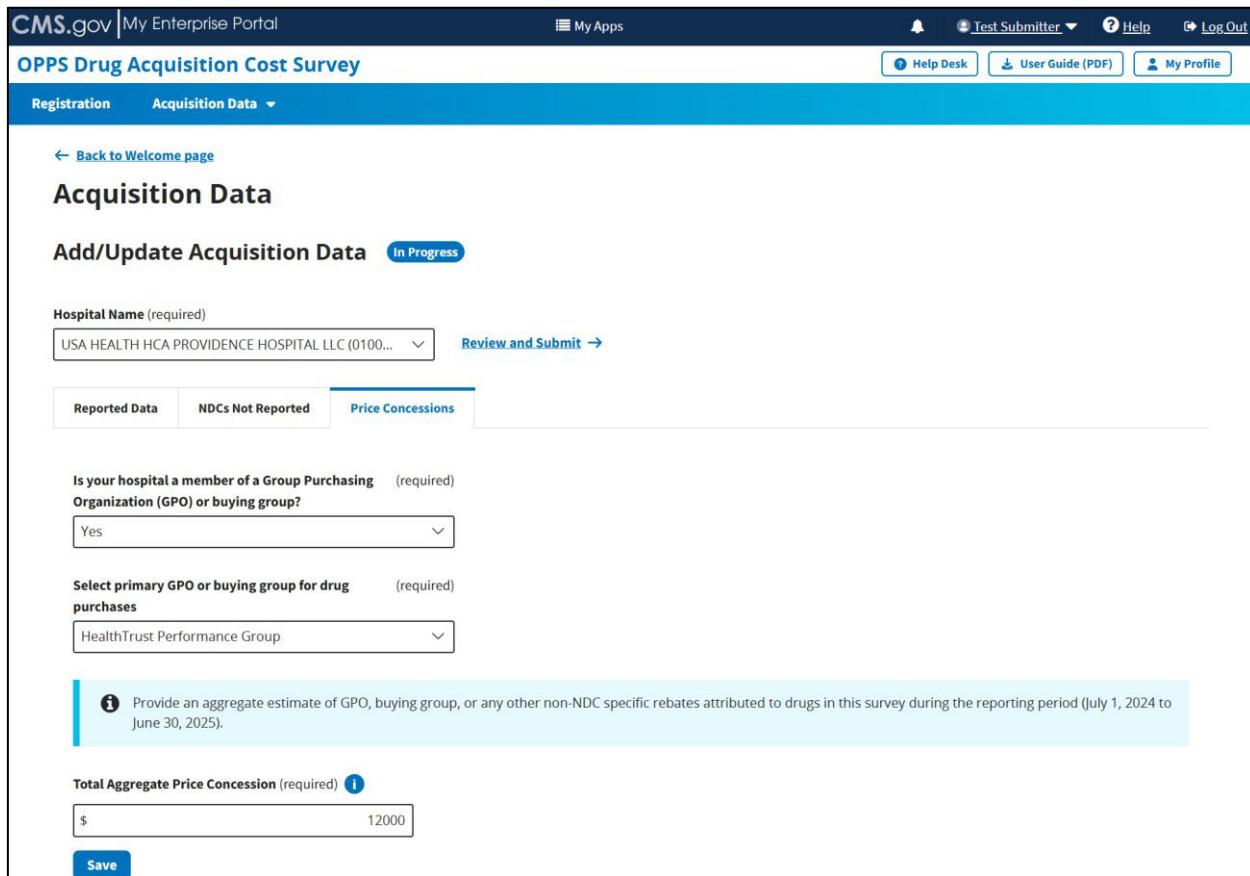


Figure 33: Price Concessions - Primary GPO

3. Next, enter the Total Aggregate Price Concession amount as a whole dollar amount. Refer to *Figure 34*.



Acquisition Data

Add/Update Acquisition Data In Progress

Hospital Name (required)
USA HEALTH HCA PROVIDENCE HOSPITAL LLC (0100... Review and Submit →

Is your hospital a member of a Group Purchasing Organization (GPO) or buying group?
Yes

Select primary GPO or buying group for drug purchases (required)
HealthTrust Performance Group

Total Aggregate Price Concession (required) \$ 12000

Save

Figure 34: Price Concessions - Total Aggregate Concession

4. Click **Save**.

The module displays a success message indicating the price concession data were successfully saved. Refer to *Figure 35*.

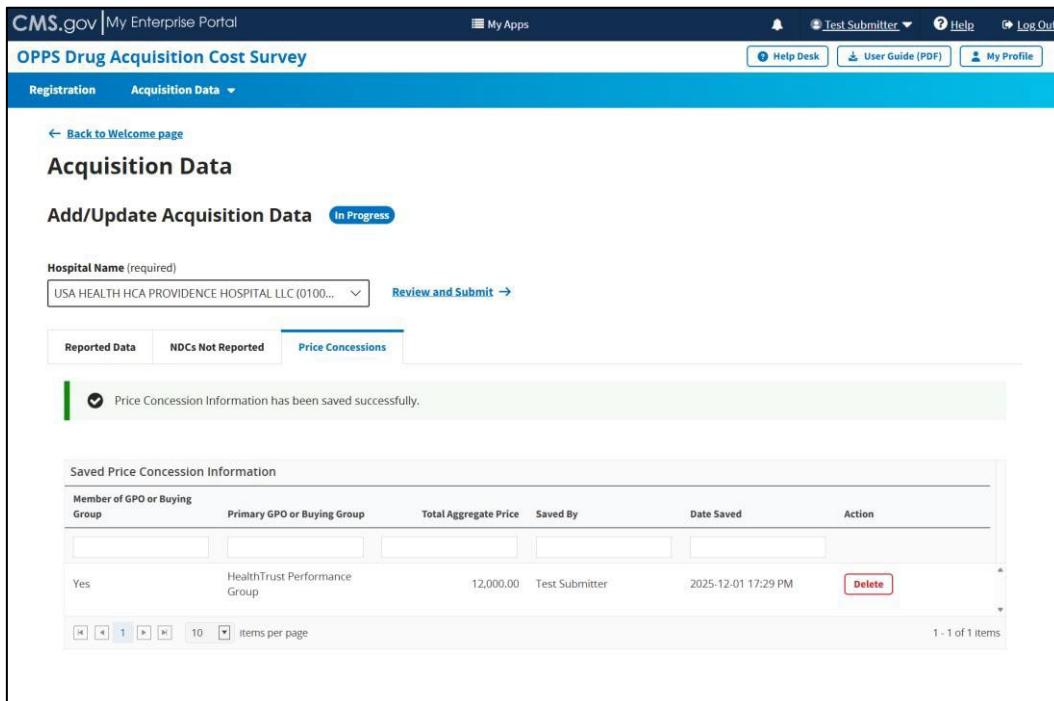


Figure 35: Price Concessions - Saved Successfully

5. Attest and Submit

After completing data entry, review all data for accuracy and make any necessary changes.

Follow these steps to attest and submit the data:

1. After checking for accuracy, click **Review and Submit** next to the Hospital Name drop-down menu. Refer to *Figure 36*.

Note: Submitters cannot make any changes to the data after submitting data in the ODACS Module.

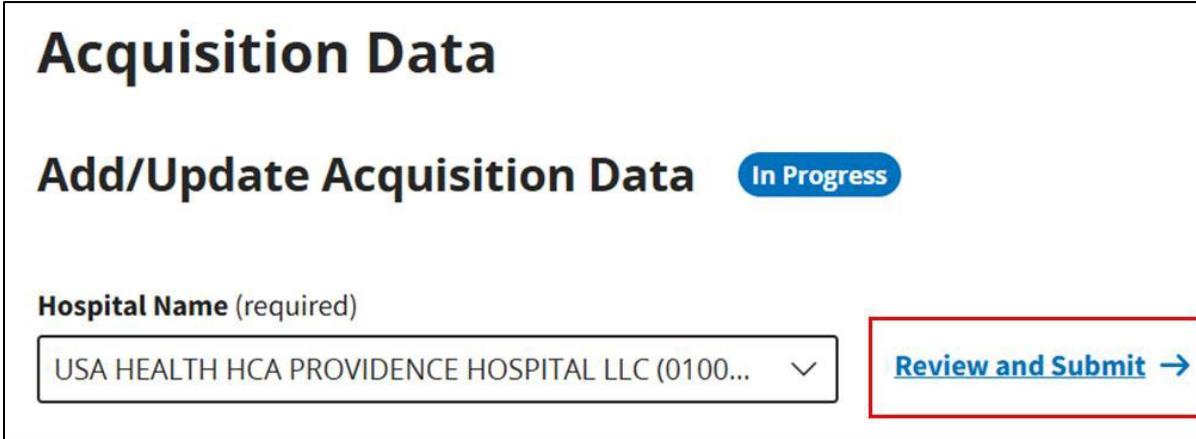
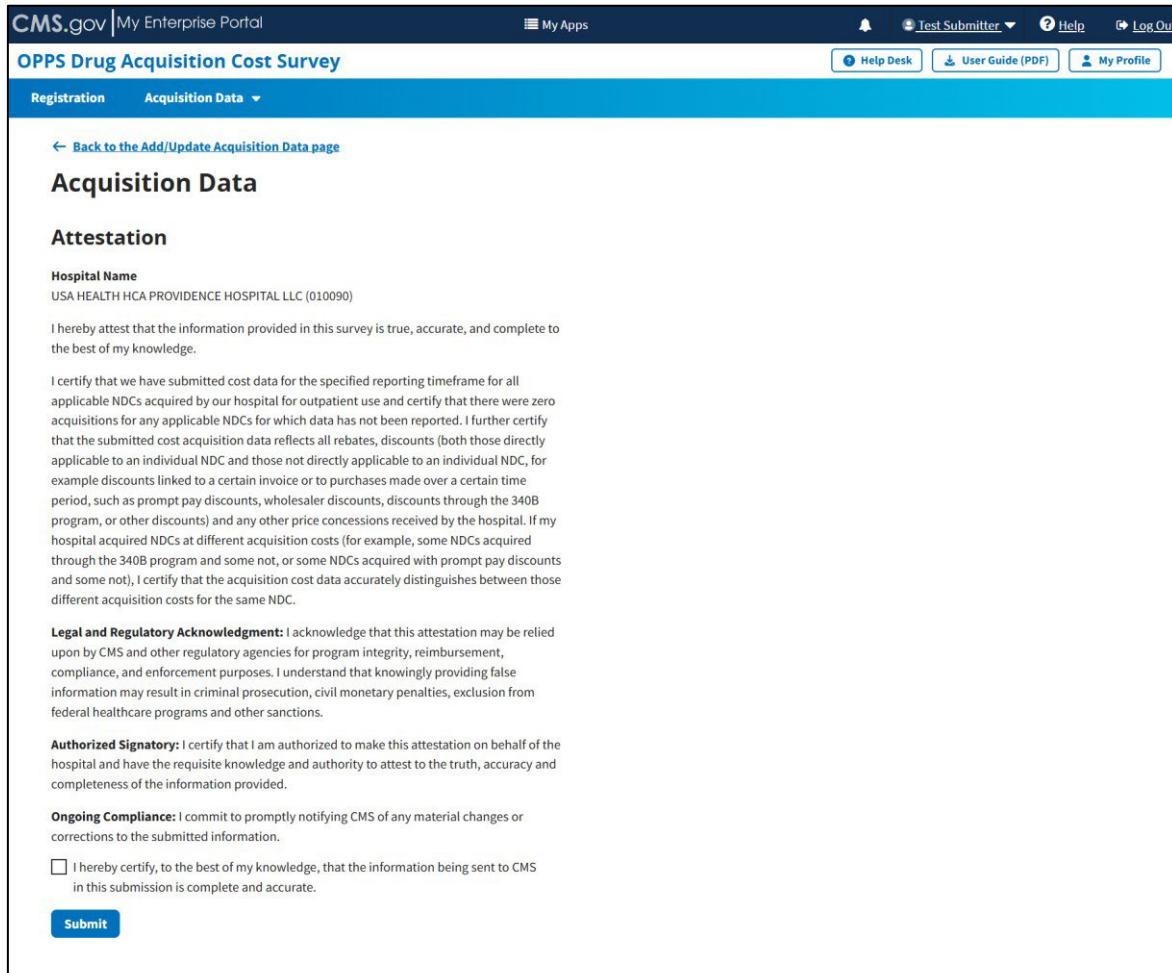


Figure 36: Attest and Submit

The Attestation page displays. Refer to *Figure 37*.



CMS.gov | My Enterprise Portal

OPPS Drug Acquisition Cost Survey

Acquisition Data

[← Back to the Add/Update Acquisition Data page](#)

Attestation

Hospital Name
USA HEALTH HCA PROVIDENCE HOSPITAL LLC (010090)

I hereby attest that the information provided in this survey is true, accurate, and complete to the best of my knowledge.

I certify that we have submitted cost data for the specified reporting timeframe for all applicable NDCs acquired by our hospital for outpatient use and certify that there were zero acquisitions for any applicable NDCs for which data has not been reported. I further certify that the submitted cost acquisition data reflects all rebates, discounts (both those directly applicable to an individual NDC and those not directly applicable to an individual NDC, for example discounts linked to a certain invoice or to purchases made over a certain time period, such as prompt pay discounts, wholesaler discounts, discounts through the 340B program, or other discounts) and any other price concessions received by the hospital. If my hospital acquired NDCs at different acquisition costs (for example, some NDCs acquired through the 340B program and some not, or some NDCs acquired with prompt pay discounts and some not), I certify that the acquisition cost data accurately distinguishes between those different acquisition costs for the same NDC.

Legal and Regulatory Acknowledgment: I acknowledge that this attestation may be relied upon by CMS and other regulatory agencies for program integrity, reimbursement, compliance, and enforcement purposes. I understand that knowingly providing false information may result in criminal prosecution, civil monetary penalties, exclusion from federal healthcare programs and other sanctions.

Authorized Signatory: I certify that I am authorized to make this attestation on behalf of the hospital and have the requisite knowledge and authority to attest to the truth, accuracy and completeness of the information provided.

Ongoing Compliance: I commit to promptly notifying CMS of any material changes or corrections to the submitted information.

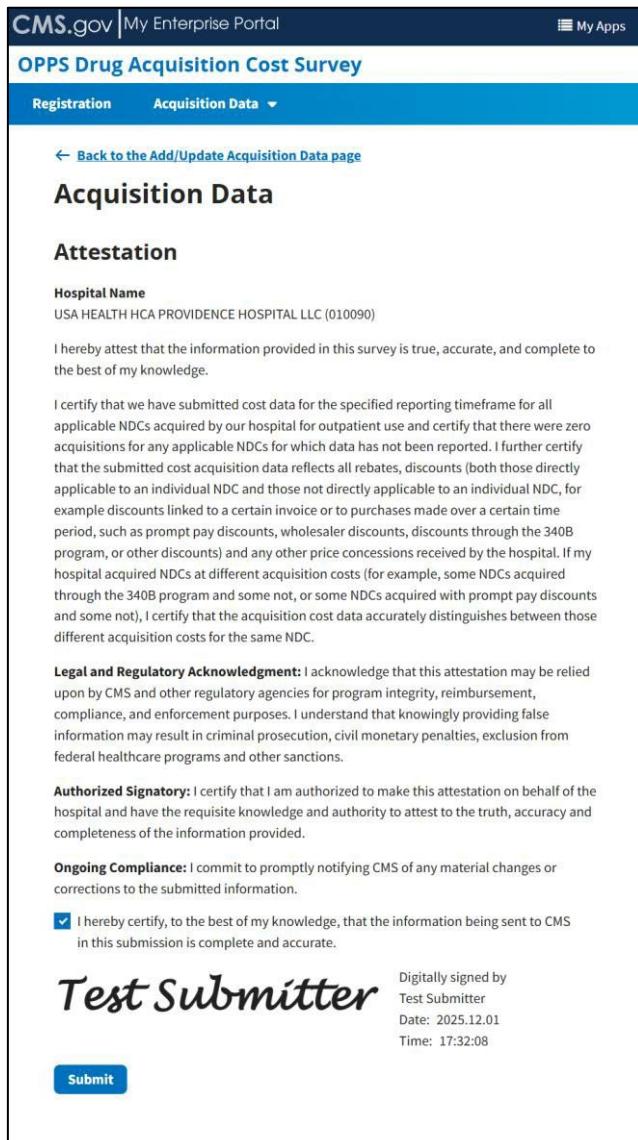
I hereby certify, to the best of my knowledge, that the information being sent to CMS in this submission is complete and accurate.

Submit

Figure 37: Attestation

2. After reading through the Attestation statement, click the checkbox to certify that the information is complete and accurate.

A digital signature with your name displays. Refer to *Figure 38*.



CMS.gov | My Enterprise Portal

OPPS Drug Acquisition Cost Survey

Registration Acquisition Data ▾

[← Back to the Add/Update Acquisition Data page](#)

Acquisition Data

Attestation

Hospital Name
USA HEALTH HCA PROVIDENCE HOSPITAL LLC (010090)

I hereby attest that the information provided in this survey is true, accurate, and complete to the best of my knowledge.

I certify that we have submitted cost data for the specified reporting timeframe for all applicable NDCs acquired by our hospital for outpatient use and certify that there were zero acquisitions for any applicable NDCs for which data has not been reported. I further certify that the submitted cost acquisition data reflects all rebates, discounts (both those directly applicable to an individual NDC and those not directly applicable) to an individual NDC, for example discounts linked to a certain invoice or to purchases made over a certain time period, such as prompt pay discounts, wholesaler discounts, discounts through the 340B program, or other discounts) and any other price concessions received by the hospital. If my hospital acquired NDCs at different acquisition costs (for example, some NDCs acquired through the 340B program and some not, or some NDCs acquired with prompt pay discounts and some not), I certify that the acquisition cost data accurately distinguishes between those different acquisition costs for the same NDC.

Legal and Regulatory Acknowledgment: I acknowledge that this attestation may be relied upon by CMS and other regulatory agencies for program integrity, reimbursement, compliance, and enforcement purposes. I understand that knowingly providing false information may result in criminal prosecution, civil monetary penalties, exclusion from federal healthcare programs and other sanctions.

Authorized Signatory: I certify that I am authorized to make this attestation on behalf of the hospital and have the requisite knowledge and authority to attest to the truth, accuracy and completeness of the information provided.

Ongoing Compliance: I commit to promptly notifying CMS of any material changes or corrections to the submitted information.

I hereby certify, to the best of my knowledge, that the information being sent to CMS in this submission is complete and accurate.

Test Submitter

Digitally signed by
Test Submitter
Date: 2025.12.01
Time: 17:32:08

Submit

Figure 38: Attestation Signed

3. After adding your digital signature, click **Submit**.

The ODACS module displays a success message and changes the status next to the Hospital Name to Submitted. The module sends an email to the POC stating that the submission was received.

[← Back to Welcome page](#)

Acquisition Data

Add/Update Acquisition Data Submitted

Hospital Name (required)
EL PASO COUNTY HOSPITAL DISTRICT (450024) ▼ [Print Signed Attestation](#)

The Acquisition Data for EL PASO COUNTY HOSPITAL DISTRICT (450024) has been submitted successfully.

[Reported Data](#) [NDCs Not Reported](#) [Price Concessions](#)

i The acquisition data you uploaded (or manually entered) is detailed below for your review. Before submitting, you may update or remove individual lines of data by NDC here. You can locate an NDC by:
1. Clicking the column headers to sort the data.
2. Using the text boxes below the headers to filter the results.
If you need to update multiple NDCs, it is recommended you revise your original Excel template and reupload the file. Please note: reuploading a new file will replace all previously uploaded data in the system.
[Show Less Details](#)

[Export to Excel](#)

ODACS Acquisition Data Reported for EL PASO COUNTY HOSPITAL DISTRICT (450024)						
Drug Name	NDC11 (Hyphen)	NDC11 (no hyphen)	Total Units Purchased - Non-340B	Total Net Acquisition Cost - Non-340B	Total Units Purchased - 340B	Total Net Acquisition Cost - 340B
Solu-Medrol	51662-1264-03	51662126403	100.00	\$1000.00	2000.00	\$20000.99
Granix	63459-0910-15	63459091015	5245224523.00	\$452573573652.00		

1 - 2 of 2 items

Figure 39: Submitted

4. Submitters can print the signed Attestation for their records. Click **Print Signed Attestation** to download or print the file for record keeping.

6. Technical Support Contact Information

Contact the FFSDCS ODACS Help Desk for assistance with the following issues:

- Account unlock
- Password reset
- Registration process questions
- System availability escalations
- Technical issues

Table 2 provides contact information for technical support.

Table 2: Technical Support Contacts

Email Address	Phone Number	Hours
ODACSHelpDesk@dcca.com	1-844-876-0765	9:00 a.m. to 6:00 p.m. Eastern Standard Time (EST), Monday through Friday

Appendix A: Figures and Tables

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Appendix B: Glossary

Table 3 provides a list of terms, acronyms, and definitions in this document.

Table 3: Glossary

Expanded Form	Acronym/Term	Definition
Centers for Medicare & Medicaid Services	CMS	CMS is a federal agency within the U.S. Department of Health and Human Services that administers the Medicare program and works in partnership with state governments to administer Medicaid, the State Children's Health Insurance Program, and health insurance portability standards.
CMS Certification Number	CCN	A CCN, previously known as an Online Survey Certification and Reporting System (OSCAR) number or Medicare Provider Number, is a unique identifier assigned by CMS to healthcare providers and suppliers participating in Medicare. It serves to verify that a provider is Medicare certified and to identify the specific types of services they are authorized to provide.
Department of Health and Human Services	HHS	HHS is a Cabinet department of the U.S. government with the goal of protecting the health of all Americans and providing essential human services.
Fee-for-Service Data Collection System	FFSDCS	The FFSDCS is an instrument to collect cost, revenue, utilization, and other information for fee-for-service (FFS) claims.
Group Purchasing Organization	GPO	A GPO is an entity that helps healthcare providers, such as hospitals, nursing homes, and home health agencies, realize savings and efficiencies by aggregating purchasing volume and using that leverage to negotiate discounts with manufacturers, distributors, and other vendors.
Interactive Voice Response	IVR	IVR is a technology that allows a computer to detect voice and dual-tone multi-frequency (DTMF) keypad inputs.
Multi-Factor Authentication	MFA	MFA is a security system that implements more than one form of authentication to verify the legitimacy of a transaction.
Office of Management and Budget	OMB	The OMB assists the President in overseeing the preparation of the federal budget and supervises its administration in Executive Branch agencies.
Okta	NA	Okta is an enterprise-grade, identity management service, built for the cloud, but compatible with many on-premises applications.
Outpatient Prospective Payment System	OPPS	OPPS is the system through which Medicare decides how much money a hospital or community mental health center receives for outpatient care provided to Medicare patients.

Expanded Form	Acronym/Term	Definition
Outpatient Prospective Payment System (OPPS) Drug Acquisition Cost Survey	ODACS	ODACS is a survey conducted by CMS to gather data on the acquisition costs of drugs purchased by hospitals.
Paperwork Reduction Act	PRA	The goal of the PRA is to minimize the paperwork burden for individuals; small businesses; educational and nonprofit institutions; Federal contractors; State, local and tribal governments; and other persons resulting from the collection of information by or for the federal government.
Point of Contact	POC	The POC identifies the key person or group serving as the coordinator on a given project.
Short Message Service	SMS	SMS is a text messaging service component of phone, web, or mobile communication systems. It uses standardized communication protocols to allow fixed-line or mobile phone devices to exchange short text messages.

Appendix C: Revision History

Table 4 provides a revision history for this document.

Table 4: Revision History

Version Number	Date	Author/Editor	Description of Change
1.0	01/01/2026	Index Analytics/DCCA	Initial version of the ODACS Submitter User Guide