CENTERS FOR MEDICARE & MEDICAID SERVICES

CREDITABLE COVERAGE DISCLOSURE
CMS REPORTS USER MANUAL

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ACCESS CREDITABLE COVERAGE DISCLOSURE REPORTS

A valid CMS Enterprise Security User ID and password are required to access each of the CCDb Reports. To access the CCDb Reports on the production site over the Internet, please perform the following steps:

Step 1 – Launch a Microsoft Internet Explorer browser session;

Step 2 – Enter https://www.cms.gov/admin/CCDb%5Freports/login/ address;

Step 3 – Select 'Enter System' button to enter system when the Login page is displayed; and

Step 4 – Enter User ID and password.

The user will be prompted to the Creditable Coverage Disclosure Reports Start page.

CREDITABLE COVERAGE DISCLOSURE REPORTS

The following Creditable Coverage Disclosure Reports are available from the left hand pane:

- Tax Identification Number (TIN) Report;

- CCDb Options Offered Summary Report;

- CCDb Type of Coverage Summary Report;

- CCDb Active Entities Summary Report; and

- CCDb Change in Creditable Coverage (CC) Status Report.

CCDb Reports	Overview
▶ **Overview** » Tax Identification Number (TIN) Report » CCDb Options Offered Summary Report » CCDb Type of Coverage Summary Report » CCDb Active Entities Summary Report » CCDb Change in CC Status Report	To view reports, select the specific report on the left navigation. **Downloads** There are no Downloads **Related Links Inside CMS** There are no Related Links Inside CMS **Related Links Outside CMS** There are no Related Links Outside CMS **Page Last Modified: 8/22/07 11:49 AM**

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To access and generate each report, please select a report link from the left hand pane.

CCDb Tax Identification Number (TIN) Report

Step 1 – Select the 'Tax Identification Number (TIN) Report' link from the left hand pane.

Step 2 – Enter Federal ID, Phone Number, and Entity Name.

Step 3 – Select the 'Submit' button to view the report.

Logout

Enter Text To Search For Below and Select Submit to View Report

Federal ID Number Starts With:

Phone Number Starts With:

Entity Name Contains Text:

Submit

CCDb Options Offered Summary Report

Step 1 – Select the 'CCDb Options Offered Summary Report' link from the left hand pane.

Step 2 – Enter Plan Year Beginning Date and Plan Year Ending Date.

Step 3 – Select the 'Submit' button to view the report.

Logout

Select Options Below and Select Submit to View Report

Plan Year Beginning Date (MM/DD/YYYY):

Plan Year Ending Date (MM/DD/YYYY):

Submit

CCDb Type of Coverage Summary Report

Step 1 – Select the 'CCDb Type of Coverage Summary Options Offered Summary Report' link from the left hand pane.

Step 2 – Enter Plan Year Beginning Date, Plan Year Ending Date.

Step 3 – Select an option from Type of Coverage.

Step 4 – Select the 'Submit' button to view the report.

CCDb Active Entities Summary Report

Step 1 – Select the 'CCDb Active Entities Summary Report' link from the left hand pane.

Step 2 – Enter Plan Active on Date.

Step 3 – Select an option from Type of Coverage.

Step 4 – Select the 'Submit' button to view the report.

CCDb Change in Creditable Coverage (CC) Status Report

Step 1 – Select the 'CCDb Change in CC Status Report' link from the left hand pane.

Step 2 – Enter Plan Year Beginning Date and Plan Year Ending Date.

Step 3 – Select an option from Type of Coverage.

Step 4 – Select the 'Submit' button to view the report.

Logout

Select Options Below and Select Submit to View Report

Plan Year Beginning Date (MM/DD/YYYY): 1/1/2009
Plan Year Ending Date (MM/DD/YYYY): 12/31/2009
Type of Coverage: All Coverage Types

Submit