ACO Provider/Supplier Bulk Upload in ACO-MS

This document provides detailed instructions for managing your ACO Provider/Supplier List in the [ACO Management System](#) (ACO-MS). Specifically, adding and/or deleting multiple ACO providers and suppliers by uploading a file into ACO-MS.

OVERVIEW OF BULK UPLOAD FUNCTIONALITY

ACO-MS has the functionality to add and/or delete multiple ACO providers and suppliers across multiple ACO participants at one time. Updating the ACO Provider/Supplier List using this functionality in ACO-MS satisfies the requirement to notify CMS within 30 days of a change to the ACO Provider/Supplier List.

- Your ACO Provider/Supplier List entries in ACO-MS do not modify/update the Provider Enrollment, Chain, and Ownership System (PECOS). Modifying ACO providers/suppliers in ACO-MS also does not impact beneficiary assignment, Quality Payment Program (QPP) status, or Medicare fee-for-service (FFS) billing rules.

⚠ Important

- It is important to first download the [Bulk Upload File Template](#) and reference the below steps before beginning the bulk upload process in ACO-MS.
- Only the ACO Executive, Application Contacts, Authorized to Sign Contacts, and CMS Liaison have the ability to use this bulk upload functionality in ACO-MS.

STEPS TO COMPLETE AND SAVE THE BULK UPLOAD FILE TEMPLATE

Follow the below instructions to complete and save the bulk upload file template in the correct format.

Step 1: Download Bulk Upload File Template

Download the [Bulk Upload File Template](#).

If you cannot access the template via the link provided, you may find the Bulk Upload File Template in ACO-MS. Once you have logged into ACO-MS, navigate to the My ACOs tab, select your ACO, then go to the ACO Participants subtab. In the "Current ACO Participant List" filter view, click the "Bulk Add/Delete Providers and Suppliers" button. You will be able to download the template from the pop-up window. Make sure to select the correct performance year from the Program Year drop-down.

Step 2: Complete the Bulk Upload File Template

Fill out the template. Reference "Steps to Resolve File Upload Errors, If Necessary" below for guidance on acceptable values and potential errors.

Field	For ACO Providers	For ACO Suppliers
ACOID	*Enter ACO ID*	*Enter ACO ID*
ParticipantTIN	*Enter 9-digit ACO participant taxpayer identification number (TIN) (see Step 3)*	*Enter 9-digit ACO participant TIN (reference Step 3)*
RecordType	*P*	*S*
CCN	*Enter 6-digit CMS Certification Number (CCN) (see Step 3)*	*Blank*
CCNLegalName	*Enter CCN legal business name (LBN)*	*Blank*
CCNFacilityType	*Obtain from your ACO provider/supplier*	*Blank*
IndividualNPI	*Blank*	*Enter 10-digit National Provider Identifier (NPI) (reference Step 3)*
IndividualNPIFirstName	*Blank*	*Enter first name*
IndividualNPILastName	*Blank*	*Enter last name*
Specialty	*Blank*	*Obtain from your ACO provider/supplier*
RecordStatus	*A to add; D to delete*	*A to add; D to delete*

Step 3: Format Cells Containing Numbers

For all cells that contain numeric values (TINs, CCNs, and/or individual NPIs) where there is a leading zero (i.e., where zero is the first digit of the identifier), you must place the entire identifier within single quotation marks (e.g., if an ACO participant TIN is 012345678, then you must enter **'**012345678**'**).

Step 4: Save the File as .XLSX or .XLS

After you have completed the template, save the edited template as a .xlsx or .xls file by clicking "File." Select "Save As" and the appropriate folder into which you wish to save the file. Enter the file name (ensure the file name does not include special characters) and select .xlsx or .xls from the "Save As" type drop-down menu. **ACO-MS functionality only accepts these file types.** Click "Save."

STEPS TO UPLOAD THE FILE

Once the bulk upload file has been completed, follow the below steps to upload the file in ACO-MS.

1 Log into ACO-MS and navigate to the My ACOs tab.

2 Select the applicable ACO to update.

3 Go to the ACO Participants subtab.

4 Click the "Bulk Add/Delete Providers and Suppliers" button.

5 Browse your computer for the completed template through the "Choose File" button.

6 Once the file is selected, click the "Upload File" button; the confirmation that you receive in that window does not mean all the values within the file have been accepted, merely that the file was successfully submitted into the system.

7 Navigate to the Documents subtab to confirm upload; go to the "Provider and Supplier Bulk Upload Documents" section to view the results.

STEPS TO RESOLVE FILE UPLOAD ERRORS, IF NECESSARY

1 On the Documents subtab, go to the "Provider and Supplier Bulk Upload Documents" section. Your most recent upload will be at the top of the list; if some of the values within the file were not accepted, the status will be set to "OK with errors."

2 Click on the hyperlinked file name, which will begin downloading the error file to your computer (note the folder in which this downloaded file is saved).

3 When you open the file, errors will display in Column L, "Status."

DATA ERRORS

Error Message	Error Description
Invalid column(s) - column names	No records will be processed unless columns are included in the same format/order as the template: ▪ Column A: ACOID ▪ Column B: ParticipantTIN ▪ Column C: RecordType ▪ Column D: CCN ▪ Column E: CCNLegalName ▪ Column F: CCNFacilityType ▪ Column G: IndividualNPI ▪ Column H: IndividualNPIFirstName ▪ Column I: IndividualNPILastName ▪ Column J: Specialty ▪ Column K: RecordStatus
More than one unique ACO ID	No records will be processed if there is more than one unique ACO ID in the file
User not associated to ACO	No records will be processed if the uploading user is not associated with the ACO
Invalid ACO ID	No records will be processed if the ACO ID is invalid
Missing values - missed field values	*For ACO Providers (CCNs):* Individual record will not be processed if one or more of the mandatory fields are missing for an ACO provider (ACO ID, Participant TIN, Record Type, CCN, CCN LBN, and Record Status) *For ACO Suppliers (Individual NPIs):* Individual record will not be processed if one or more of the mandatory fields are missing for an ACO supplier (ACO ID, Participant TIN, Record Type, Individual NPI, NPI First Name, NPI Last Name, and Record Status)
Invalid Record Type	Individual record will not be processed if the entry is a value other than "P" for ACO provider or "S" for ACO supplier
Invalid ACO ID & Participant TIN combination	Individual record will not be processed if ACO ID and ACO participant combination does not exist on the current ACO Participant List

Error Message	Error Description
Participant TIN is inactive	Individual record will not be processed if the ACO participant does not have an active status (e.g., terminated)
CCN must be 6 digits	Individual record will not be processed if the CCN is not 6 digits
NPI must be numeric and 10 digits	Individual record will not be processed if the NPI is not numeric and 10 digits
Invalid Record Status	Individual record will not be processed if Record Status is a value other than "A" for additions or "D" for drops/deletions

💡 Questions?

If you have any questions about ACO-MS or require technical assistance, click the ACO-MS Helpdesk icon (located within the ACO-MS banner) or email SharedSavingsProgram@cms.hhs.gov.