

Healthcare Cost and Utilization Project (HCUP)

Central Distributor Ordering and Records System (CDORS)

User Guide

March 2026

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1. Introduction

This System User Guide is a step-by-step explanation of how to use the HCUP Central Distributor Online Reporting System (CDORS). It includes steps on creating and managing a user account, submitting requests to purchase or re-use data, authorizing collaborators to use purchased data, and transferring the custody of data.

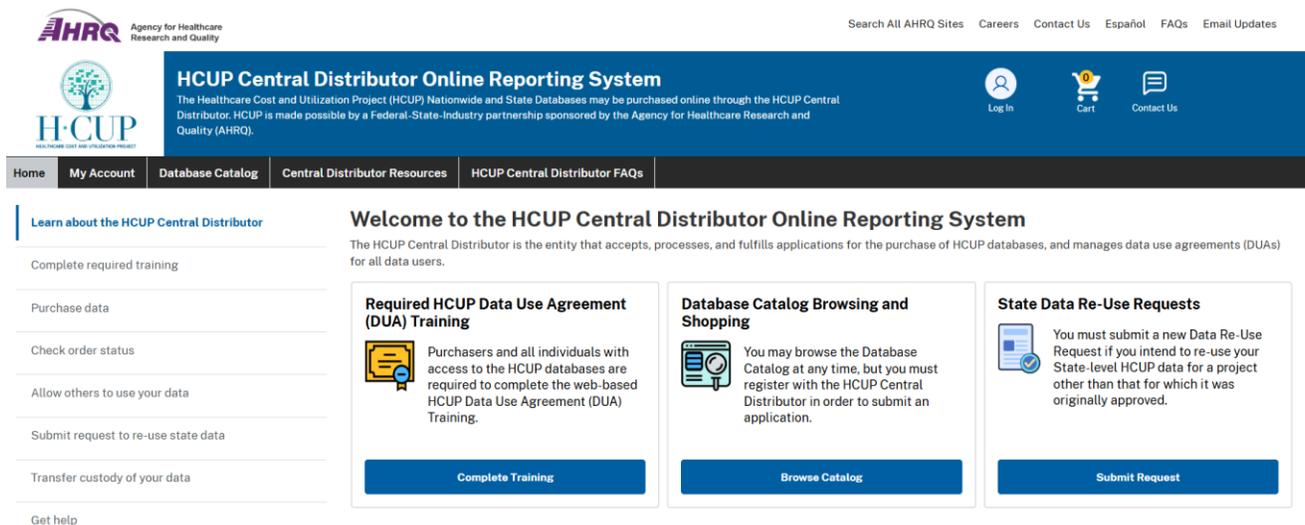
2. CDORS-Getting Started

2.1 CDORS Home page

The HCUP Central Distributor (CDORS) home page serves as the gateway for accessing Healthcare Cost and Utilization Project (HCUP) databases.

To access the CDORS Home page, enter this URL into the browser:

<https://cdors.ahrq.gov/>



The screenshot shows the CDORS home page layout. At the top, there is a blue banner with the AHRQ logo on the left and search, careers, contact, and language options on the right. Below the banner is a dark navigation bar with links for Home, My Account, Database Catalog, Central Distributor Resources, and HCUP Central Distributor FAQs. The main content area has a heading 'Welcome to the HCUP Central Distributor Online Reporting System' and a sub-heading 'The HCUP Central Distributor is the entity that accepts, processes, and fulfills applications for the purchase of HCUP databases, and manages data use agreements (DUAs) for all data users.' On the left, there is a vertical list of links: 'Learn about the HCUP Central Distributor', 'Complete required training', 'Purchase data', 'Check order status', 'Allow others to use your data', 'Submit request to re-use state data', 'Transfer custody of your data', and 'Get help'. On the right, there are three call-to-action boxes: 'Required HCUP Data Use Agreement (DUA) Training' with a 'Complete Training' button, 'Database Catalog Browsing and Shopping' with a 'Browse Catalog' button, and 'State Data Re-Use Requests' with a 'Submit Request' button.

The CDORS Home page consists of four sections:

1. Top banner with log-in access
2. Streamlined Navigation Bar
3. Left side bar
4. Call-to-Action buttons

Information on this page provides the following key information to the data users:

Top banner:

- **Log-in:** Radio button to **Sign in** or **Create a new account** (See Section [2.2 User Account Registration](#))
- **Cart:** The page guides users through the steps required to complete a purchasing HCUP databases. Users must login and complete each step to submit their request for purchasing HCUP data. See Section [5.1 Purchase Requests](#).
- **Contact Us:** Provides information for users who need assistance with HCUP Central Distributor services. Users are encouraged to review the [HCUP Central Distributor FAQs](#) before seeking support. If additional help is needed, users can contact HCUP User Support by email to HCUP-RequestData@ahrq.hhs.gov. When sending inquiries, users should include their order number in the subject line to help facilitate support.

Navigation bar:

- **My Account:** Visitors may **Sign in** or **Create a new account**. Users can update information about their account (e.g., address, phone number).
- **Database Catalog:** Visitors may browse the database catalog anytime. Shopping cart features are enabled upon registration, with items retained for 30 days.
- **Central Distributor Resources:** The page provides guidance and reference materials to help HCUP users understand the processes, policies, and responsibilities related to requesting and using HCUP data.
- **HCUP Central Distributor FAQs:** Access a list of frequently asked questions within CDORS.

Left sidebar:

- **Learn More about the HCUP Central Distributor:** Visitors can click this to view the general information about the Healthcare Cost and Utilization Project (HCUP) and the HCUP Central Distributor along with the AHRQ HCUP Central Distributor User Guide resources on how to purchase, protect, re-use and share the HCUP data.
- **Complete required training:** All Purchasers and all individuals with access to the HCUP databases are directed to complete the web-based HCUP Data Use Agreement (DUA) Training. See Section [4.2 My Account: My Account DUAs](#).
- **Purchase data:** To access the Database Catalog page and to submit an application for purchasing HCUP Databases. See Section [5. Database Catalog](#).
- **Check Order Status:** To access all details of user request, including invoice, Data Use Agreements, and current status. See Section [4.4 My Account: My Orders](#).
- **Allow others to access your data:** If user will be collaborating on another person's data project, or otherwise using data that user does not own, user must submit the appropriate DUA(s) prior to gaining access to the data. See Section [4.2.3 My Account: DUAs – Invite New Data Users](#) and [4.2.4 My Account: DUAs – View Open Invitations](#).
- **Submit requests to re-use state data:** To re-use state data of the originally purchased, users must submit a State Data Re-Use Request. Users must log-in to the

site to submit a state re-use request. See Section [4.5 My Account: My State Data Re-Use](#).

- **Transfer custody of your data:** To transfer custody of the originally purchased data to a new custodian, users must submit a Custody Transfer Request. Users must log-in to the site to submit a transfer request. See Section [4.6 My Account: Custody Transfer](#).
- **Get help:** For any additional questions, users can access the [HCUP FAQs](#) and [Central Distributor User Guide](#), or contact the Central Distributor via HCUP-RequestData@ahrq.hhs.gov.

Call-to-Action buttons in the middle of the page:

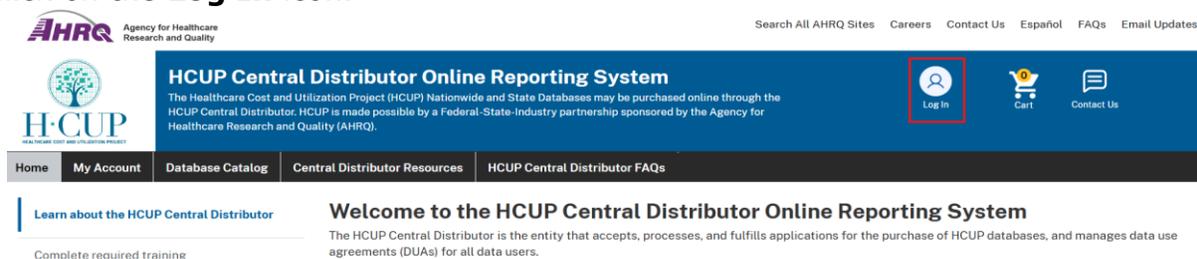
- **Required HCUP Data Use Agreement (DUA) Training:** Users must register and complete the required **Data Use Agreement (DUA) Training** before applying to purchase or re-use HCUP Nationwide or State-level databases. See Section [4.2 My Account: My Account DUAs](#).
- **Database Catalog Browsing and Shopping:** Visitors may browse the database catalog anytime. Shopping cart features are enabled upon registration, with items retained for 30 days. See Section [5. Database Catalog](#).
- **State Data Re-Use Requests:** To repurpose previously approved State-level data, users must submit a Data Re-Use Request. Users must log-in to the site to submit a state data re-use request. See Section [4.5 My Account: My State Data Re-Use](#).

2.2 User Account Registration

Registration entitles the user to access functions that are required for purchasing or accessing HCUP data.

2.2.1 Creating a User Account – Registration

1. Click on the **Log In** icon.



The screenshot shows the top navigation bar of the HCUP Central Distributor Online Reporting System. The AHRQ logo is on the left, and search, careers, contact, and language options are on the right. The main header features the H-CUP logo and a description of the system. A navigation menu includes Home, My Account, Database Catalog, Central Distributor Resources, and HCUP Central Distributor FAQs. The main content area has a 'Learn about the HCUP Central Distributor' link and a 'Welcome to the HCUP Central Distributor Online Reporting System' heading. A red box highlights the 'Log In' icon in the top right corner of the main content area.

2. Read and Agree to the **Warning Notice**

Warning Notice

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Agree

Disagree

3. In the Sign In section, click on [Register Now](#) link

Sign in

Username:

Password:



Sign in

[Forgot password?](#)

[Forgot username?](#)

Don't have an account? [Register now.](#)

4. Registration page will be displayed

Register
* Required Information

First name:*

Last name:*

Email address:*

Username:*

Password:*
  0 / 255

-  contains at least one lower character
-  contains at least one upper character
-  contains at least one digit character
-  contains at least 15 characters
-  at least one special character; cannot contain sequential numbers; cannot contain more than 2 repeat characters

Confirm password:*

Register

5. On the Register page, enter the following information:

- First name
- Last name
- Email address
- Username
- Password

6. The Username and password must comply with the following guidelines,

a. Username must adhere to these guidelines:

- 6-30 characters
- Must only contain letters, numbers, and periods
- Must not contain more than 2 repeat periods

b. Passwords must adhere to current security guidelines:

- At least 15 characters
- Must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 of: @#\$%|!+/&
- Must not contain more than 2 repeat characters or sequential numbers
- Must not contain username or parts of username
- Must not contain easily guessed password elements (such as variations on 'password')

7. Re-enter the password in the **Confirm password** field and Click on the **Register** button to complete the registration

8. After successful registration, a confirmation email will be sent to the user's email address.

Registration Complete
Thank you for registering.
A confirmation email has been sent to the email address test@test.com.

Required HCUP Data Use Agreement (DUA) Training

 Purchasers and all individuals with access to the HCUP databases are required to complete the web-based HCUP Data Use Agreement (DUA) Training.

[Complete Training](#)

Visit My Account

 Visit [My Account](#) to complete your user account information. Full contact information and proof of completion for the [HCUP DUA Training Course](#) will be required in order to complete and submit an application for HCUP database purchases.

[Visit My Account](#)

Shopping Cart

 Return to your [Shopping Cart](#) to continue your HCUP database order, or visit the [Database Catalog](#) to select the HCUP databases you would like to order.

[Shopping Cart](#)

Note
The registered account holder must personally complete the [HCUP DUA Training Course](#) and takes full responsibility for complying with the terms of the Data Use Agreement. Consequently, the account holder cannot order databases for, or ship databases to, someone else. Databases must be received by the account holder responsible for the data. The registered account holder name cannot be modified after registration.

D

Mon 3/16/2026 10:15 PM

Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov

HCUP Central Distributor Registration Confirmation

To: johnsang1@test.com

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear John Sang,

Thank you for registering for the HCUP Central Distributor Online Reporting System.

Your registered username is:
Username: johnsang1

Visit [My Account](#) at <https://cdors.ahrq.gov/special-pages/my-account> to complete your user account information.

Full contact information and proof of completion of online [HCUP Data Use Agreement Training](#) (<https://cdors-test.ahrq.gov/central-distributor-resources>) is required for all individuals with access to HCUP data.

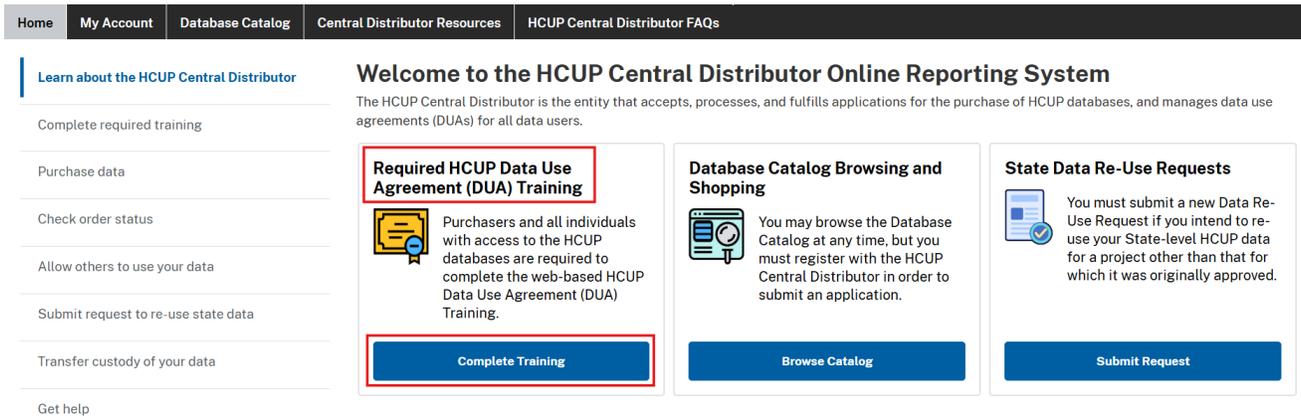
Note: The registered account holder must personally complete the HCUP DUA Training Course and takes full responsibility for complying with the terms of the Data Use Agreement for all data to which the account holder is given access and all data in the account holder's custody. Consequently, the account holder cannot order databases for, or ship databases to, someone else. Databases must be received by the account holder responsible for the data. The registered account holder name cannot be modified after registration.

Kind regards,
AHRQ HCUP Central Distributor Team

9. Please complete User Information after logging in and before placing an order.

2.2.2 HCUP Data Use Agreement (DUA) Training

All registered account holders must personally complete the **HCUP DUA Data Use Agreement (DUA) Training** Course and take full responsibility for complying with the terms of the Data Use Agreement before using the application.



- Within the Home page, click on the **Complete Training** button.

HCUP DATA USE AGREEMENT TRAINING

All purchasers and users of HCUP data must complete the HCUP Data Use Agreement (DUA) Training Course and sign an HCUP DUA before receipt of the data.

This Web-based training course outlines important terms of the DUA. The course will take approximately 15 minutes to complete. The purpose of the course is to:

- Emphasize the importance of data protection
- Reduce the risk of inadvertent violations
- Describe your individual responsibility when using HCUP data.

After completing the training course, you will receive an HCUP DUA Training Course certification code. Please retain this code for your records; it will be required to purchase or gain access to HCUP data. New users will not be required to take the course more than once.

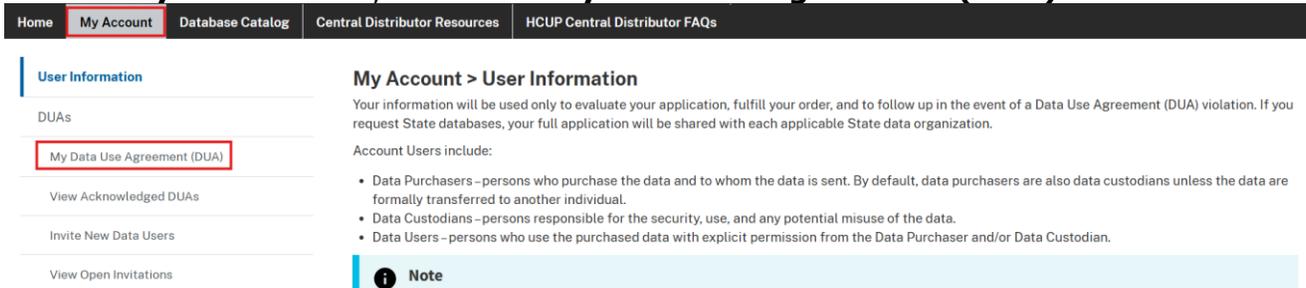
To launch either the interactive version or the Section 508 compliant version of the HCUP DUA Training course, please click on one of the links below.

- [Launch Interactive HCUP Training Course](#)
To have the best user experience for this tutorial, we recommend you use the most recent version of your specific browser.
- [View Accessible HCUP DUA Training Course \(Text Only\)](#)
As an alternative, you may view a Section 508 compliant text-only version of the course.

- To begin the training, select one of the following options:
 1. [Launch Interactive HCUP Training Course](#) or
 2. [View Accessible HCUP DUA Training Course \(Text Only\)](#)
- **After completing the training:**
 - Enter the **full name** in the provided field to generate and print the DUA Training Certificate.

- **Important:** Make a note of the **Certification Code** displayed on the certificate. Users will need to **enter this code** under My Account > DUAs > My Data Use Agreement (DUA) to complete the process.
- Print or save the certificate (recommended in **landscape orientation**) for future reference

• Go to **My Account** tab, and select **My Data Use Agreement (DUA)**



Home **My Account** Database Catalog Central Distributor Resources HCUP Central Distributor FAQs

User Information

- DUAs
 - My Data Use Agreement (DUA)**
 - View Acknowledged DUAs
 - Invite New Data Users
 - View Open Invitations

My Account > User Information

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Account Users include:

- Data Purchasers – persons who purchase the data and to whom the data is sent. By default, data purchasers are also data custodians unless the data are formally transferred to another individual.
- Data Custodians – persons responsible for the security, use, and any potential misuse of the data.
- Data Users – persons who use the purchased data with explicit permission from the Data Purchaser and/or Data Custodian.

Note

• Enter the user’s **DUA Training Certificate Code** and **DUA Training Certification Date**



User Information

- DUAs**
 - My Data Use Agreement (DUA)**
 - View Acknowledged DUAs
 - Invite New Data Users

My Account > DUAs > My Data Use Agreement (DUA)

Proof of Data Use Agreement (DUA) Training:

[Online DUA Training](#) is required of all HCUP data purchasers and users. Proof of completing DUA Training must be entered into your profile to qualify you for purchasing or accessing HCUP data. HCUP Training is valid for two years.

DUA Training Certification Code:*

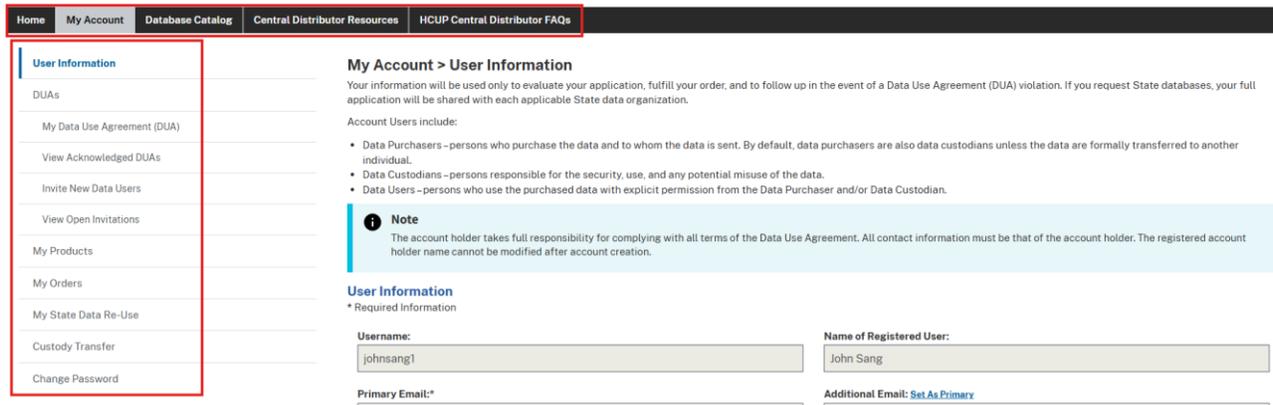
DUA Training Certification Date:* (MM/DD/YYYY)

- Before clicking **Save**, make sure to review and answer **‘Yes’** to all required items in the Data Use Agreement (DUA).
- If any item is left unanswered or marked **‘No’**, the system will not allow the user to save or sign the agreement.

Note: The DUA Training Certificate is valid only for 2 years from the date of completion. All registered users must renew by undergoing the training once again after expiry.

3. Home Page (after sign-in)

Once signed into the account, the left sidebar and the navigation bar of the Home Page are updated.



The left sidebar assists users in reviewing their entire account. See Section [4. My Account](#).

- User Information
- DUAs
 - My Data Use Agreement (DUA)
 - View Acknowledged DUAs
 - Invite New Data Users
 - View Open Invitations
- My Products
- My Orders
- My State Data Re-Use
- Custody Transfer
- Change Password

The navigation bar assists users in accessing Database Catalog (submitting requests to purchase Nationwide/State/Supplemental/Student-priced databases), Central Distributor Resources, and Central Distributor FAQs. See Sections [5. Database Catalog](#), [6. Central Distributor Resources](#), and [7. HCUP Central Distributor FAQs](#)

- Database Catalog
- Central Distributor Resources
- HCUP Central Distributor FAQs

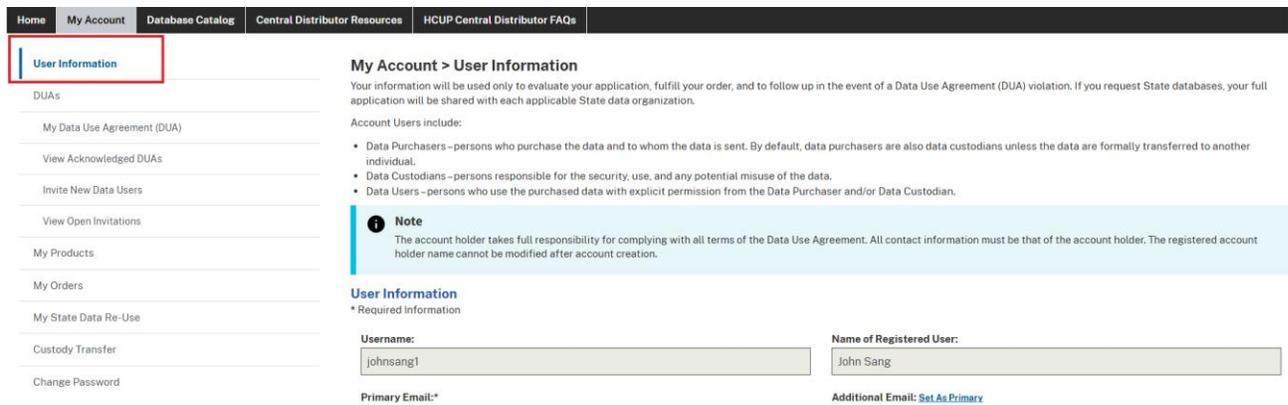
4. My Account

The **My Account** page in the HCUP Central Distributor Online Reporting System (CDORS) allows users to manage their account information and HCUP data-related activities. Users can view and update User Information, manage and view acknowledged Data Use Agreements (DUAs), and invite or track new data users. The page also provides access to orders, purchased products, state data re-use requests, custody transfer, and change the account password.

4.1 My Account: User Information

Data users must complete their user information details to evaluate their application, fulfill orders, and follow up in the event of a Data Use Agreement (DUA) violation.

1. Click on **My Account** tab, located on the navigation bar next to the **Home** tab, and select **User Information**



My Account > User Information

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Account Users include:

- Data Purchasers – persons who purchase the data and to whom the data is sent. By default, data purchasers are also data custodians unless the data are formally transferred to another individual.
- Data Custodians – persons responsible for the security, use, and any potential misuse of the data.
- Data Users – persons who use the purchased data with explicit permission from the Data Purchaser and/or Data Custodian.

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder. The registered account holder name cannot be modified after account creation.

User Information
* Required Information

Username: johnsang1

Name of Registered User: John Sang

Primary Email:*

Additional Email: [Set As Primary](#)

2. Enter the user's **Phone Number**. If needed, an **Additional Email** can be added and set as primary by clicking the **Set As Primary** link.

User Information

* Required Information

Username: johnsang1

Name of Registered User: John Sang

Primary Email:* johnsang1@test.com

Additional Email: [Set As Primary](#)

3. If the user is a student, select **Yes** from the dropdown for the question **Are you a Student?** to be able to access student discount pricing. If the user is not a student, select **No**.

Username: <input type="text" value="johnsang1"/>	Name of Registered User: <input type="text" value="John Sang"/>
Primary Email:* <input type="text" value="johnsang1@test.com"/>	Additional Email: Set As Primary <input type="text"/>
Phone Number:* <input type="text"/>	Fax Number: <input type="text"/>
Are you a Student?* <input type="text" value="No"/> Select One <input type="radio"/> Yes <input checked="" type="radio"/> No	Type of Account: <input type="text" value="Data User"/>
Organization Name:* <input type="text"/>	Title:* <input type="text"/>

- In the **Organization Affiliation** section, enter the user's **Organization Name**, **Title**, and choose **Organization Type** and **Ownership of Organization** from the dropdowns.

Organization Affiliation:

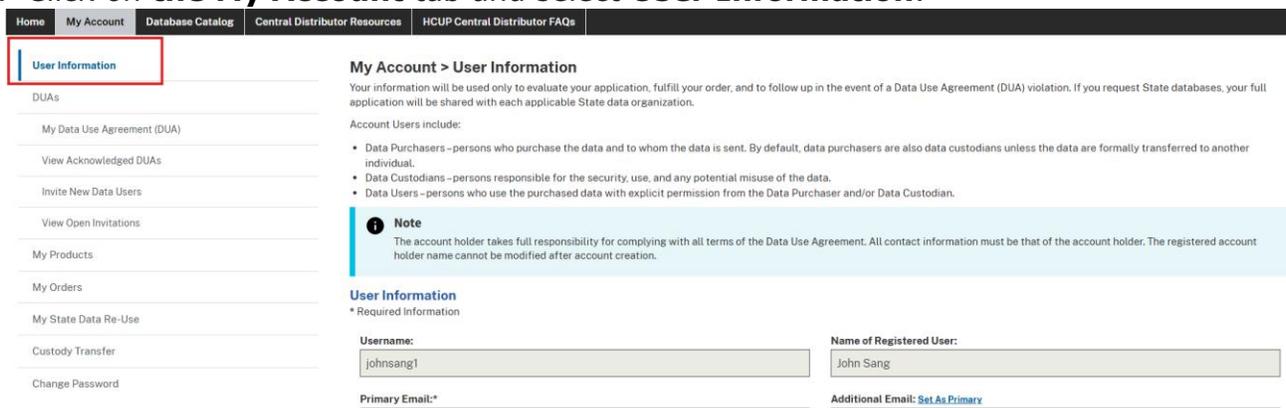
Organization Name:* <input type="text"/>	Title:* <input type="text"/>
Organization Type:* <input type="text"/>	Ownership of Organization:* <input type="text"/>

- Click on **the Save** button to save details.

4.1.1 My Account: User Information – Addresses (Add New Address)

A valid contact address must be on file for all HCUP data purchasers, data custodians, and data users.

- Click on **the My Account** tab and select **User Information**.



My Account > User Information

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Account Users include:

- Data Purchasers – persons who purchase the data and to whom the data is sent. By default, data purchasers are also data custodians unless the data are formally transferred to another individual.
- Data Custodians – persons responsible for the security, use, and any potential misuse of the data.
- Data Users – persons who use the purchased data with explicit permission from the Data Purchaser and/or Data Custodian.

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder. The registered account holder name cannot be modified after account creation.

User Information
* Required Information

Username: <input type="text" value="johnsang1"/>	Name of Registered User: <input type="text" value="John Sang"/>
Primary Email:* <input type="text"/>	Additional Email: Set As Primary <input type="text"/>

2. Scroll down and Click on the **Add a new address** link button.

Addresses

- A valid contact address must be on file for all HCUP data purchasers, data custodians and data users.
- A shipping address must be provided for delivery of State Databases. All databases must be received by the data purchaser responsible for the data. The data purchaser cannot ask the HCUP Central Distributor to ship databases to someone else.
- A billing address must be added for credit card purchases. Billing contact information can also be provided during the checkout process.
- If you don't indicate a separate billing address, the default address will be used for billing purposes.

[+ Add a new address](#)

No data found.

3. On the New Address page, enter the user address in the following fields:
Address Line 1: *(Character limit: 60), **Address Line 2** (if applicable), **City**, choose the **Country** and **State/Province/Region** from the respective dropdowns, and enter the **ZIP/Postal Code**.

My Account > [User Information](#) > New Address

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.

- A valid contact address must be on file for all HCUP users.
- A shipping address must be provided for delivery of State Databases.
- All databases must be received by the account holder responsible for the data. The account holder cannot ask the HCUP Central Distributor to ship databases to someone else.
- A billing address must be added for credit card purchases. Billing contact information can also be provided during the checkout process.
- Please ensure the correct shipping address, including the office or suite number, is provided for secure and on time delivery.

Contact/Shipping Address Billing Address

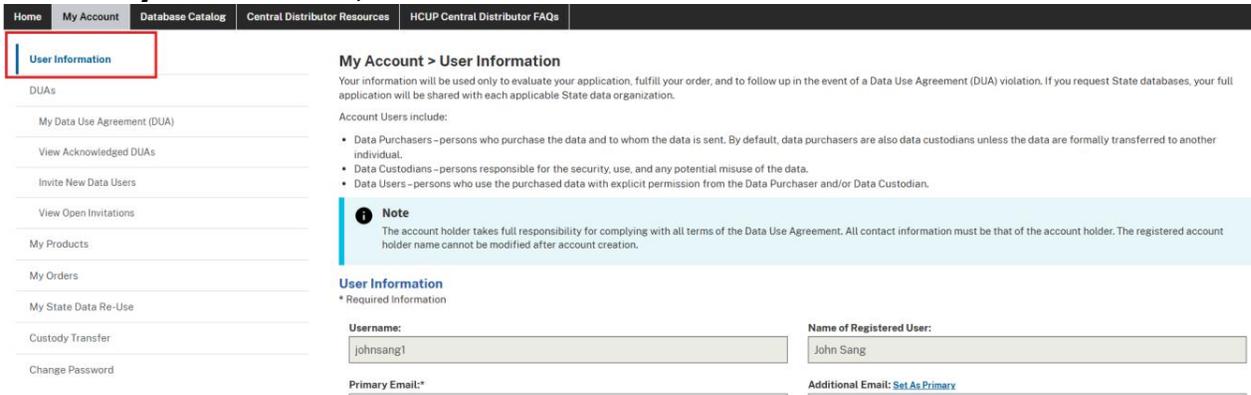
* Required Information

<p>Name:*</p> <input type="text"/>	<p>Organization/Company:</p> <input type="text"/>
<p>Address Line 1:*(Character limit: 60)</p> <input type="text"/>	<p>Address Line 2:</p> <input type="text"/>
<p>City*</p> <input type="text"/>	<p>Country:*</p> <input type="text" value="USA"/>
<p>State/Province/Region:*</p> <input type="text" value="Select One"/>	<p>ZIP/Postal Code:*</p> <input type="text"/>
<p>Phone Number:*</p> <input type="text"/>	

4. Click the **Save** button to save address details.

4.1.2 My Account: User Information – Addresses (Edit Address)

1. Click on **My Account** tab, and select **User Information**



My Account > User Information

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Account Users include:

- Data Purchasers – persons who purchase the data and to whom the data is sent. By default, data purchasers are also data custodians unless the data are formally transferred to another individual.
- Data Custodians – persons responsible for the security, use, and any potential misuse of the data.
- Data Users – persons who use the purchased data with explicit permission from the Data Purchaser and/or Data Custodian.

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder. The registered account holder name cannot be modified after account creation.

User Information
* Required Information

Username: Name of Registered User:

Primary Email:* Additional Email: [Set As Primary](#)

2. Scroll down and Click on the **Edit** link in the same row as the address that needs to be changed.

Addresses

- A valid contact address must be on file for all HCUP data purchasers, data custodians and data users.
- A shipping address must be provided for delivery of State Databases. All databases must be received by the data purchaser responsible for the data. The data purchaser cannot ask the HCUP Central Distributor to ship databases to someone else.
- A billing address must be added for credit card purchases. Billing contact information can also be provided during the checkout process.
- If you don't indicate a separate billing address, the default address will be used for billing purposes.

[Add a new address](#)

Actions	Address	Billing Address	Contact/ Shipping Address	Default Shipping
Edit Delete	[Redacted]	Yes	Yes	Yes
Edit Delete	[Redacted]	Yes	Yes	Set As Default

3. In the Edit Address page, update the contents of any field that needs to be changed. Please note that the **Name** field can be changed for billing addresses only.

My Account > [User Information](#) > New Address

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.

- A valid contact address must be on file for all HCUP users.
- A shipping address must be provided for delivery of State Databases.
- All databases must be received by the account holder responsible for the data. The account holder cannot ask the HCUP Central Distributor to ship databases to someone else.
- A billing address must be added for credit card purchases. Billing contact information can also be provided during the checkout process.
- Please ensure the correct shipping address, including the office or suite number, is provided for secure and on time delivery.

Contact/Shipping Address Billing Address

* Required Information

Name:* Organization/Company:

Address Line 1:*(Character limit: 60) Address Line 2:

City* Country:*

State/Province/Region:* ZIP/Postal Code:*

Phone Number:*

- Click the **Save** button to save address details.
- If there is more than one address on file, click on the **Set As Default** link to change the default shipping address.

Addresses

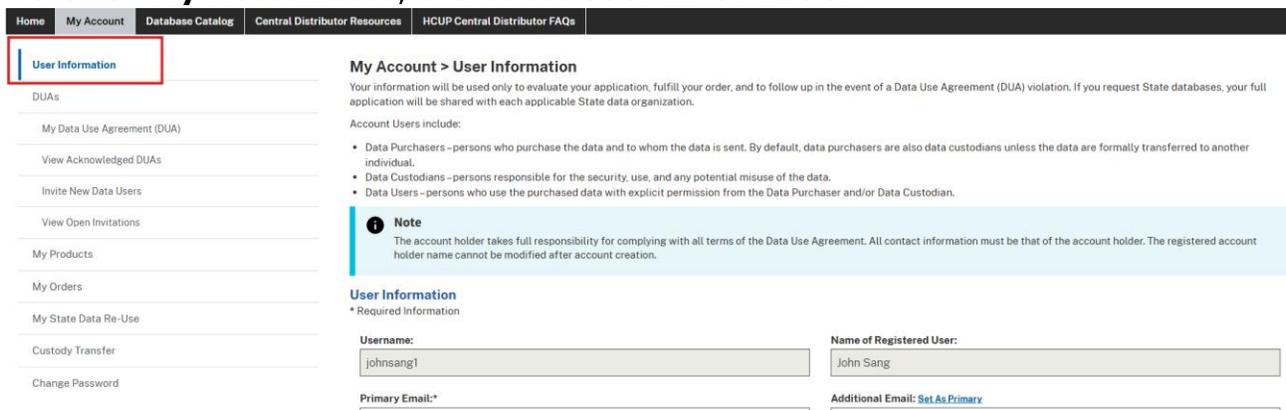
- A valid contact address must be on file for all HCUP data purchasers, data custodians and data users.
- A shipping address must be provided for delivery of State Databases. All databases must be received by the data purchaser responsible for the data. The data purchaser cannot ask the HCUP Central Distributor to ship databases to someone else.
- A billing address must be added for credit card purchases. Billing contact information can also be provided during the checkout process.
- If you don't indicate a separate billing address, the default address will be used for billing purposes.

[+ Add a new address](#)

Actions	Address	Billing Address	Contact/ Shipping Address	Default Shipping
Edit Delete		Yes	Yes	Yes
Edit Delete		Yes	Yes	Set As Default

4.1.3 My Account: User Information – Addresses (Delete Address)

1. Click on **My Account** tab, and select **User Information**



My Account > User Information

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Account Users include:

- Data Purchasers – persons who purchase the data and to whom the data is sent. By default, data purchasers are also data custodians unless the data are formally transferred to another individual.
- Data Custodians – persons responsible for the security, use, and any potential misuse of the data.
- Data Users – persons who use the purchased data with explicit permission from the Data Purchaser and/or Data Custodian.

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder. The registered account holder name cannot be modified after account creation.

User Information
* Required Information

Username: Name of Registered User:

Primary Email*: Additional Email: [Set As Primary](#)

2. Scroll down and click the **Delete** link in the same row as the address that needs to be removed.

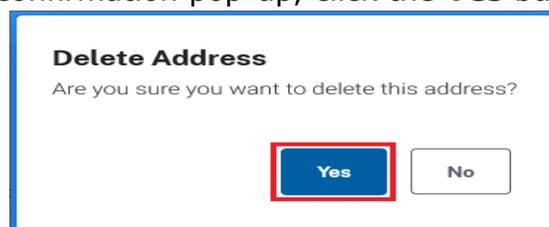
Addresses

- A valid contact address must be on file for all HCUP data purchasers, data custodians and data users.
- A shipping address must be provided for delivery of State Databases. All databases must be received by the data purchaser responsible for the data. The data purchaser cannot ask the HCUP Central Distributor to ship databases to someone else.
- A billing address must be added for credit card purchases. Billing contact information can also be provided during the checkout process.
- If you don't indicate a separate billing address, the default address will be used for billing purposes.

[+ Add a new address](#)

Actions	Address	Billing Address	Contact/ Shipping Address	Default Shipping
Edit Delete		Yes	Yes	Yes
Edit Delete		Yes	Yes	Set As Default

3. In the Delete Address confirmation pop-up, click the **Yes** button to delete the address.



Delete Address
Are you sure you want to delete this address?

[Yes](#) [No](#)

4.2 My Account: DUAs

4.2.1 My Data Use Agreement (DUA)

The **My Data Use Agreement (DUA)** tab allows HCUP data users to review, update, and download Nationwide and State DUAs. Here, users can also update their DUA Training Certification Code and Certification Date.

My Account > DUAs > My Data Use Agreement (DUA)

Proof of Data Use Agreement (DUA) Training:

[Online DUA Training](#) is required of all HCUP data purchasers and users. Proof of completing DUA Training must be entered into your profile to qualify you for purchasing or accessing HCUP data. HCUP Training is valid for two years.

DUA Training Certification Code:*

DUA Training Certification Date:*

01/01/2025

(MM/DD/YYYY) Your certificate will expire on 01/01/2027.

My Data Use Agreements:

All HCUP users and purchasers must have active HCUP DUAs on file. Please review and accept both the Nationwide DUA and the State DUA, regardless of the databases being used or purchased.

Nationwide HCUP Data Use Agreement

Date signed: 01/24/2025 Expiration: 01/24/2027 [Suji-G-NationwideDUA-2025Jan24-eSigned.pdf](#) ↓

State HCUP Data Use Agreement

This Data Use Agreement ("Agreement") governs the disclosure and use of data in the HCUP State Databases from the Healthcare Cost and Utilization Project (HCUP) which are maintained by the Agency for Healthcare Research and Quality (AHRQ). The HCUP State databases include the State Inpatient Databases (SID), State Ambulatory Surgery and Services Databases (SASD), and State Emergency Department Databases (SEDD). Any person ("the data recipient") seeking permission from AHRQ to access HCUP State Databases must sign and submit this Agreement to AHRQ or its agent, and complete the online Data Use Agreement Training Course at www.hcup-us.ahrq.gov, as a precondition to the granting of such permission.

Section 944(c) of the Public Health Service Act (42 U.S.C. 299c-3(c)) ("the AHRQ Confidentiality Statute"), requires that data collected by AHRQ that identify individuals or establishments be used only for the purpose for which they were supplied. Pursuant to this Agreement, data released to AHRQ for the HCUP Databases are subject to the data standards and protections established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P.L. 104-191) and implementing regulations ("the Privacy Rule"). Accordingly, HCUP Databases may only be released in

4.2.1.1 Renew DUA Certification

Steps to renew HCUP DUA online Training certification:

1. Log in to the **CDORS** account.
2. Click on the **My Data Use Agreement (DUA)** under DUAs on the **My Account** page.

User Information

DUAs

My Data Use Agreement (DUA)

View Acknowledged DUAs

Invite New Data Users

View Open Invitations

My Account > DUAs > My Data Use Agreement (DUA)

Proof of Data Use Agreement (DUA) Training:

[Online DUA Training](#) is required of all HCUP data purchasers and users. Proof of completing DUA Training must be entered into your profile to qualify you for purchasing or accessing HCUP data. HCUP Training is valid for two years.

DUA Training Certification Code:*

HCUP-73GVVXXX

DUA Training Certification Date:*

5/26/2025

(MM/DD/YYYY) Your certificate will expire on 05/26/2027.

3. Click the **Online DUA Training** link.
4. Select [Launch Interactive HCUP Training Course](#)

HCUP DATA USE AGREEMENT TRAINING

All purchasers and users of HCUP data must complete the HCUP Data Use Agreement (DUA) Training Course and sign an

This Web-based training course outlines important terms of the DUA. The course will take approximately 15 minutes to c

- Emphasize the importance of data protection
- Reduce the risk of inadvertent violations
- Describe your individual responsibility when using HCUP data.

After completing the training course, you will receive an HCUP DUA Training Course certification code. Please retain this c

To launch either the interactive version or the Section 508 compliant version of the HCUP DUA Training course, please clic

- [Launch Interactive HCUP Training Course](#)

To have the best user experience for this tutorial, we recommend you use the most recent version of your specific bro

- [View Accessible HCUP DUA Training Course \(Text Only\)](#)

As an alternative, you may view a Section 508 compliant text-only version of the course.

5. Note the HCUP DUA code at the end of the training.

6. Enter the code in the DUA Training Certification Code and the date of completion in the respective text boxes.

My Account > DUAs > My Data Use Agreement (DUA)

Proof of Data Use Agreement (DUA) Training:

[Online DUA Training](#) is required of all HCUP data purchasers and users. Proof of completing DUA Training must be entered into your profile to qualify you for purchasing or accessing HCUP data. HCUP Training is valid for two years.

DUA Training Certification Code:*	DUA Training Certification Date:*
<input type="text"/>	<input type="text"/>

(MM/DD/YYYY) Your certificate will expire on 01/01/2027

7. Scroll down the page and click on the **Save** button.

My Account > DUAs > My Data Use Agreement (DUA)

Proof of Data Use Agreement (DUA) Training:

[Online DUA Training](#) is required of all HCUP data purchasers and users. Proof of completing DUA Training must be entered into your profile to qualify you for purchasing or accessing HCUP data. HCUP Training is valid for two years.

DUA Training Certification Code:*

DUA Training Certification Date:*



(MM/DD/YYYY)

Your certificate will expire on 05/26/2027.

My Data Use Agreements:

All HCUP users and purchasers must have active HCUP DUAs on file. Please review and accept both the Nationwide DUA and the State DUA, regardless of the databases being used or purchased.

Nationwide HCUP Data Use Agreement ▼

Date signed: 02/02/2026 Expiration: 02/02/2028 [John-Doe-NationwideDUA-2026Feb02-eSigned.pdf](#)

State HCUP Data Use Agreement ▼

Date signed: 02/02/2026 Expiration: 02/02/2028 [John-Doe-StateDUA-2026Feb02-eSigned.pdf](#)

Save

4.2.2 My Account: DUAs – View Acknowledged DUAs

In the **View Acknowledged DUAs** tab, users can:

- View and download acknowledged Data Use Agreements (DUAs) signed by the account holder for their data.
- Review DUAs submitted by others for access to data in the account holder’s custody.
- View and download acknowledged Data Use Agreements (DUAs) signed by the account holder for the use of data in the custody of others.

[Steps to view/download acknowledged DUA signed by the data custodian for the data in their custody.](#)

1. Log in to **CDORS** account
2. Click on the **View Acknowledged DUAs** under the DUAs section on the **My Account** page.
3. View acknowledged DUA under the section **View and download acknowledged Data Use Agreements (DUAs) signed by you for your data.**
4. Click on the **Download** in the Download column.

My Account > DUAs > View Acknowledged DUAs

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

DUAs - Data purchasers and all individuals with access to the HCUP databases are required to sign a Nationwide DUA and/or State DUA for any data to which they will have access. Here you may manage DUAs submitted by you and DUAs for users with access to the data in your custody.

⚠ Reminder: You are responsible for the proper use of the HCUP data you have purchased, even by other individuals to whom you have given access. As a result, you are also responsible for any possible misuse of the data (unintended or otherwise) along with the data user.

i If you plan to use data purchased by another person (i.e., you will be working on a project with or for the data custodian), ask your data custodian to issue an invitation for you.

View and download acknowledged Data Use Agreements (DUAs) signed by you for your data.

Application Number	DUA Acknowledged by Data User	Data Custodian	DUA Type	DUA Acknowledged Date*	Download
2025N029889			Nationwide	05/29/2025	Download
2025N029888			Nationwide	05/29/2025	Download
2025S029887			State	05/29/2025	Download
2025S029885			State	05/29/2025	Download
2025N029884			Nationwide	05/29/2025	Download
2025S029864			State	05/16/2025	Download
2025S029781			State	04/30/2025	Download

[Steps to view/download acknowledged DUA signed by the data collaborators](#)

1. Log in to the **CDORS** account
2. Click on the View Acknowledged DUAs under the DUAs section on the My Account page.

3. Scroll down to the “Review DUAs submitted by others for access to data in your custody” section.

4. Data custodians can track the date in the “DUA Training Date of Data User”.

Note: The date shown in red indicates that their HCUP DUA certificate has expired.

Review DUAs submitted by others for access to data in your custody.								
DUA Number	DUA Acknowledged by Data User	Data Custodian	DUA Type	DUA Acknowledged Date*	DUA Training Date of Data User	Download	Action	Databases
2025DN10199			Nationwide	03/17/2025	05/29/2023	On File	Revoke Open	
2025DS10197			State	03/11/2025	04/23/2024	On File	Revoke Open	
2025DS10195			State	03/11/2025	04/23/2024	On File	Revoke Open	
2025DN10188			Nationwide	03/03/2025	04/23/2024	On File	Revoke Open	
2025DS10175			State	01/30/2025	04/23/2024	On File	Revoke Open	
2025DS10173			State	01/30/2025	05/29/2023	On File	Revoke Open	
2025DN10174			Nationwide	01/30/2025	05/29/2023	On File	Revoke Open	
2025DN10172			Nationwide	01/30/2025	04/23/2024	On File	Revoke Open	

4.2.3 My Account: DUAs – Invite New Data Users

4.2.3.1 Steps for inviting collaborators

Data custodians may authorize additional users to access their data. The **Invite New Data Users** tab will allow data custodians to invite collaborators to be authorized to use their Nationwide and/or State databases.

My Account > DUAs > Invite New Data Users

As the data custodian, you may authorize additional users to access your data. Use the table below to invite collaborators to be authorized to use your Nationwide and/or State databases. Your databases will be listed in two tables (Nationwide and State) below for you to select specific items. After selecting your items, click the “invite data users” button. This will generate an email invite to your collaborators. It is your responsibility to ensure that invited collaborators respond to the invitation and complete the Data Use Agreements (DUAs) prior to giving them access to the data.

First Name	Last Name	Email Address	Invite for Nationwide NIS/KID/NASS/NEDS/NRD	Invite for State SID/SASD/SEDD
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

i Select individual databases radio button allows you to choose one or more of your database in your custody. To **deselect** a database, simply uncheck the box. Select by order radio button allows you to select all databases within a specific order. When you choose one database from an order, all databases in same order are automatically selected. To **deselect** all databases from an order, simply uncheck one of the databases.

Select individual databases
 Select by order
 Items per page: 25 0 of 0 < >

Nationwide Database	Year	Order#	Order Date
Select the Invite for Nationwide NIS/KID/NASS/NEDS/NRD checkbox above to refresh the table.			
Items per page: 25 0 of 0 < >			

State Database	Year	Order#	Order Date
Select the Invite for State SID/SASD/SEDD checkbox above to refresh the table.			

A. Select individual database

1. The data Custodian navigates to the **My Account > DUAs > Invite New Data Users** page.
2. The data custodian enters the first name, last name, and email address of the invited collaborators.
3. The data custodian selects either Nationwide/ State databases, or both.
4. The data custodian selects the **Select individual databases** radio button. The custodian has the privilege to select a particular database within the order as well as one or more databases from different orders. To deselect, uncheck the box.
5. The data custodian selects the Database from the databases available to the custodian.
6. The data custodian clicks on the **"Invite Data Users"** button.
7. The Data user receives a CDORS email notification with the subject: Invitation to Submit HCUP Data Use Agreement.

My Account > DUAs > Invite New Data Users

As the data custodian, you may authorize additional users to access your data. Use the table below to invite collaborators to be authorized to use your Nationwide and/or State databases. Your databases will be listed in two tables (Nationwide and State) below for you to select specific items. After selecting your items, click the "invite data users" button. This will generate an email invite to your collaborators. It is your responsibility to ensure that invited collaborators respond to the invitation and complete the Data Use Agreements (DUAs) prior to giving them access to the data.

First Name	Last Name	Email Address	Invite for Nationwide NIS/KID/NASS/NEDS/NRD	Invite for State SID/SASD/SEDD
test	test	test@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

- i** **Select individual databases** radio button allows you to choose one or more of your database in your custody. To **deselect** a database, simply uncheck the box.
Select by order radio button allows you to select all databases within a specific order. When you choose one database from an order, all databases in same order are automatically selected. To **deselect** all databases from an order, simply uncheck one of the databases.

Reset **Select individual databases** **Select by order** Items per page: 25 1 - 15 of 15

<input type="checkbox"/> Select All	Nationwide Database	Year	Order#	Order Date
<input checked="" type="checkbox"/>	National Inpatient Sample 2019 -FREE Supplemental File: Cost-to-Charge Ratio Files	2019	2026N030733	02/25/2026
<input checked="" type="checkbox"/>	National Inpatient Sample 2019 -Pricing: Non Student*	2019	2026N030733	02/25/2026

Items per page: 25 1 - 25 of 32

<input type="checkbox"/> Select All	State Database	Year	Order#	Order Date
<input checked="" type="checkbox"/>	District of Columbia State Emergency Department Databases 2022 -Pricing: Not-For-Profit Affiliation*	2022	2026S030744	03/10/2026
<input checked="" type="checkbox"/>	Colorado State Ambulatory Surgery and Services Databases 2020 -Pricing: Not-For-Profit/Research*	2020	2026S030726	02/25/2026

Invite Data Users

B. Select by order

1. The data Custodian navigates to the **My Account > DUAs > Invite New Data Users** page.
2. The data custodian enters the first name, last name, and email address of the invited collaborator(s).
3. The data custodian selects either Nationwide/State databases, or both.
4. The data custodian selects the desired databases that they are authorizing the collaborator to use.
 - If the **Select by order** radio button is selected, all the items of that specific order will be selected. If the data custodian selects one item from an order, the rest of the items in that order are automatically selected. To deselect all items from an order, uncheck one of the items.
5. The data custodian clicks the **Invite Data Users** button.
6. The data user receives a CDORS email notification with the subject: *Invitation to Submit HCUP Data Use Agreement*

My Account > DUAs > Invite New Data Users

As the data custodian, you may authorize additional users to access your data. Use the table below to invite collaborators to be authorized to use your Nationwide and/or State databases. Your databases will be listed in two tables (Nationwide and State) below for you to select specific items. After selecting your items, click the "invite data users" button. This will generate an email invite to your collaborators. It is your responsibility to ensure that invited collaborators respond to the invitation and complete the Data Use Agreements (DUAs) prior to giving them access to the data.

First Name	Last Name	Email Address	Invite for Nationwide NIS/KID/NASS/NEDS/NRD	Invite for State SID/SASD/SEDD
test	test	test@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

i **Select individual databases** radio button allows you to choose one or more of your database in your custody. To **deselect** a database, simply uncheck the box.
Select by order radio button allows you to select all databases within a specific order. When you choose one database from an order, all databases in same order are automatically selected. To **deselect** all databases from an order, simply uncheck one of the databases.

Reset Select individual databases Select by order

Items per page: 25 1 - 15 of 15 << < > >>

<input type="checkbox"/> Select All	Nationwide Database	Year	Order#	Order Date
<input checked="" type="checkbox"/>	National Inpatient Sample 2019 -FREE Supplemental File: Cost-to-Charge Ratio Files	2019	2026N030733	02/25/2026
<input checked="" type="checkbox"/>	National Inpatient Sample 2019 -Pricing: Non Student*	2019	2026N030733	02/25/2026

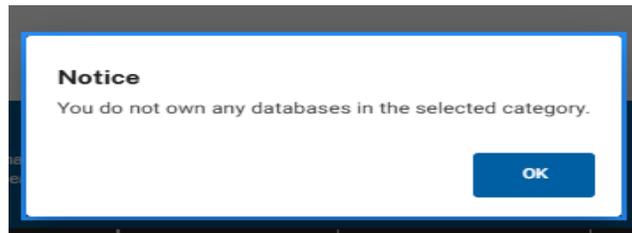
Items per page: 25 1 - 25 of 32 << < > >>

<input type="checkbox"/> Select All	State Database	Year	Order#	Order Date
<input checked="" type="checkbox"/>	District of Columbia State Emergency Department Databases 2022 -Pricing: Not-For-Profit Affiliation*	2022	2026S030744	03/10/2026
<input checked="" type="checkbox"/>	Colorado State Ambulatory Surgery and Services Databases 2020 -Pricing: Not-For-Profit/Research*	2020	2026S030726	02/25/2026

Invite Data Users

Note:

- Data custodians can invite up to 5 data collaborators at a time and all invitees are subjected to a similar DUA.
- **Select individual databases** radio button option allows you to choose one or more of your database items.
- **Select by order** radio button option allows you to select all items within a specific order. When you choose one item from an order, all items in that order are automatically selected.
- If the data custodian does not own any databases under the Nationwide or State category, an alert popup box will be displayed.

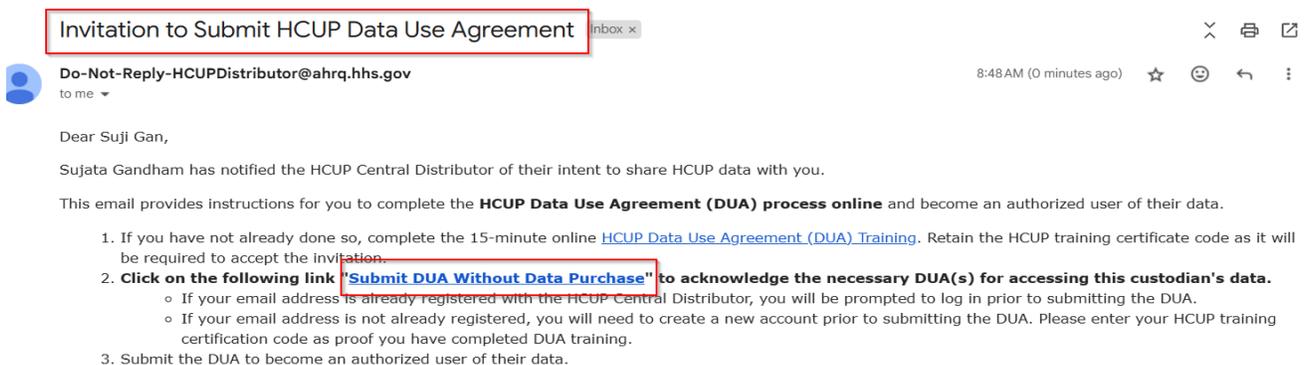


4.2.3.2 Steps to accept the invitation to be a collaborator

A DUA invitation can be accepted in the following ways,

1. Through the link received in the email with the subject "Invitation to Submit HCUP Data Use Agreement".
2. Through the CDORS application "View Open Invitations" tab.

Steps to accept through email:



1. Click on the link in the email
2. Navigate to <https://cdors.ahrq.gov/special-pages/logon>
3. Click on "Agree" to the Warning Notice dialog box.

4. Enter log in credentials. Navigate to the “Submit DUA Without Data Purchase” page.

Submit DUA Without Data Purchase

If you will be collaborating on another person’s data project, or otherwise using data you do not own, this process allows you to read, acknowledge, and submit the appropriate Data Use Agreements (DUAs) a process, you will:

- 1 **Confirm User Account:** Confirm your User account details.
- 2 **Data Custodian & Database Types:** Review information about the data you have been invited to access.
- 3 **HCUP DUA Submission:** Read, acknowledge, and submit the DUAs to become an authorized user of the previously purchased HCUP data.

Confirm User Account



5. Verify and confirm user information.
6. Verify and confirm the data custodian name, email address, and Database types.
7. Acknowledge and submit DUA without Data Purchase.
8. Once the DUA invite is accepted, two automated emails are triggered.
 - a. To the Custodian: “New HCUP Data Use Agreement(s) Submitted”
 - b. To the Data User: “Your HCUP Data Use Agreement Submitted”.

[Steps to accept pending invitations from CDORS account:](#)

My Account > DUAs > View Open Invitations

List of the invitations you have issued in the last 30 days for others to acknowledge and submit DUAs for the data in your custody.

Data User First Name	Data User Last Name	Date Invited	Data User Email Address Invited	Nationwide DUA Invitation	State DUA Invitation	Invitation Expires	Action	Databases
John	Doe	03/16/2026	john DOE1@test.com	Yes	Yes	04/15/2026	Revoke	Open

Invitations expire after 30 days. Open invitations display in this grid for 30 days, or until the user submits the DUAs, whichever occurs first.

- After data users respond to an invitation and submit their DUAs, they are displayed in the Acknowledged DUAs section and their invitations no longer display.
- Invitations no longer display after expiration; if an invitation has expired without response, you must issue a new invitation for that data user.

List of the invitations you have received in the last 30 days to be added as an authorized user of another custodian’s data. These invitations are pending your response.

Custodian First Name	Custodian Last Name	Date Invited	Custodian Email Address	Nationwide DUA Invitation	State DUA Invitation	Invitation Expires	Accept
Jane	Smith	03/16/2026	jan smith@test.com	Yes	Yes	04/15/2026	Open

Invitations expire after 30 days. Open invitations display in this grid for 30 days, or until you submit the DUAs, whichever occurs first.

1. Log in to the **CDORS** account.
2. Click on the **View Open Invitations** under DUAs section in the **My Account** tab.
3. Click on the **Open** link in the Accept column under the **List of the invitations you have received** section.

4. Navigate to the **Submit DUA Without Data Purchase** page.

Submit DUA Without Data Purchase

If you will be collaborating on another person's data project, or otherwise using data you do not own, this process allows you to read, acknowledge, and submit the appropriate Data Use Agreements (DUAs) a process, you will:

- 1 **Confirm User Account:** Confirm your User account details.
- 2 **Data Custodian & Database Types:** Review information about the data you have been invited to access.
- 3 **HCUP DUA Submission:** Read, acknowledge, and submit the DUAs to become an authorized user of the previously purchased HCUP data.

Confirm User Account



5. Verify and confirm user information.
6. Verify and confirm data custodian name, email address and Database types.
7. Acknowledge and submit DUA without Data Purchase.
8. Once the DUA invite is accepted, two automated emails are triggered.
 - a. To the Custodian: "New HCUP Data Use Agreement(s) Submitted"
 - b. To the Data User: "Your HCUP Data Use Agreement Submitted".

4.2.3.3 Steps to revoke or remove permissions for additional researchers

1. Log in to the **CDORS** account.
2. Click on the **View Acknowledged DUAs** under the DUAs section in the **My Account** tab.
3. Scroll down to the **Review DUAs submitted by others for access to data in your custody** section.
4. Click the **Revoke** link in the Action column to revoke the DUA invite shared with the data collaborator.
5. Automated email is triggered by the data collaborator with the subject "HCUP DUA Status Change".

Review DUAs submitted by others for access to data in your custody.

DUA Number	DUA Acknowledged by Data User	Data Custodian	DUA Type	DUA Acknowledged Date*	DUA Training Date of Data User	Download	Action	Databases
2025DN10199	[View Details]	[View]	Nationwide	03/17/2025	05/29/2023	On File	Revoke	Open
2025DS10197	[View Details]	[View]	State	03/11/2025	04/23/2024	On File	Revoke	Open
2025DS10195	[View Details]	[View]	State	03/11/2025	04/23/2024	On File	Revoke	Open
2025DN10188	[View Details]	[View]	Nationwide	03/03/2025	04/23/2024	On File	Revoke	Open
2025DS10175	[View Details]	[View]	State	01/30/2025	04/23/2024	On File	Revoke	Open
2025DS10173	[View Details]	[View]	State	01/30/2025	05/29/2023	On File	Revoke	Open
2025DN10174	[View Details]	[View]	Nationwide	01/30/2025	05/29/2023	On File	Revoke	Open
2025DN10172	[View Details]	[View]	Nationwide	01/30/2025	04/23/2024	On File	Revoke	Open

The Acknowledged DUAs table lists:

4.2.4 My Account: DUAs – View Open Invitations

The **View Open Invitations** tab allows data custodians to view:

- A list of the invitations that have been issued in the last 30 days for others to acknowledge and submit DUAs for the data in their custody.
- A list of the invitations they have received in the last 30 days to be added as an authorized user of another custodian’s data. These invitations are pending a response. Click “Open” under the “Accept” column to complete the steps to accept the DUA invite from the custodian.

My Account > DUAs > View Open Invitations

List of the invitations you have issued in the last 30 days for others to acknowledge and submit DUAs for the data in your custody.

Data User First Name	Data User Last Name	Date Invited	Data User Email Address Invited	Nationwide DUA Invitation	State DUA Invitation	Invitation Expires	Action	Databases
John	Doe	03/16/2026	john DOE1@test.com	Yes	Yes	04/15/2026	Revoke	Open

Invitations expire after 30 days. Open invitations display in this grid for 30 days, or until the user submits the DUAs, whichever occurs first.

- After data users respond to an invitation and submit their DUAs, they are displayed in the Acknowledged DUAs section and their invitations no longer display.
- Invitations no longer display after expiration; if an invitation has expired without response, you must issue a new invitation for that data user.

List of the invitations you have received in the last 30 days to be added as an authorized user of another custodian’s data. These invitations are pending your response.

Custodian First Name	Custodian Last Name	Date Invited	Custodian Email Address	Nationwide DUA Invitation	State DUA Invitation	Invitation Expires	Accept
Jane	Smith	03/16/2026	jan smith@test.com	Yes	Yes	04/15/2026	Open

Invitations expire after 30 days. Open invitations display in this grid for 30 days, or until you submit the DUAs, whichever occurs first.

4.3 My Account: My Products

The **My Products** tab allows users to view State and Nationwide databases for which they are the data custodian.

My Account > My Products

These are the State and Nationwide databases for which you are the data custodian. As the data custodian, you are responsible for the use and potential misuse of these data. Please remember that individuals, not entities, are responsible for the use and security of HCUP data. The data purchaser remains responsible for the data until custody is formally transferred to another individual or destroyed. If you would like to request a custody transfer, please contact the [HCUP Central Distributor](#).

Search Products

My Products Items per page: 25 1 – 25 of 34 < > >>

Download: 

Database	Year	State	Order#	Order Date	Current Data Custodian*	Transferred From Data Custodian*	Transfer Date	Transfer #
Alaska State Ambulatory Surgery and Services Databases 2023 - Pricing: All Others*	2023	AK	2025SXXXX	07/15/2025	Test			
District of Columbia State Ambulatory Surgery and Services Databases 2021 - Pricing: All Others*	2021	DC	2025NXXXX	07/14/2025	Test			

1. Log in to the **CDORS** account.
2. Select **My Account** and click on the **My Products** to view all the data custodian's products
3. Select **Review databases that were previously in your custody but have been transferred to others** table to view the list of databases that has been transferred to other users in the CDORS system.
4. To export the table records in csv format, click on the  icon next to the download label to generate a downloadable file.

4.4 My Account: My Orders

The **Orders** tab allows data purchasers to view past and current order details, including the invoice, Data Use Agreement (DUA), Responsibilities of the Data Purchaser, Indemnification Clause, and, if applicable, the Statement of Intended Use for any State-level databases. Links in the status column will allow users to view instructions on actions they need to take, and links in the download column will provide information on how to download purchased Nationwide databases.

Note: File download links for the Nationwide databases will expire after 7 days or 3 attempts. The instructions and the passwords to access the files will be shared via email from Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov.

My Account > My Orders

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Orders

- View your order details, including the invoice, Data Use Agreement (DUA), Responsibilities of the Data Purchaser, Indemnification Clause, and, if applicable, your Statement of Intended Use for any State-level databases.
- If the Status shows "Waiting for Your Action" or "Waiting for Your Payment", view the order for instructions on actions you need to take.
- Download your purchased Nationwide databases using the "View Downloads" links below.
Important! File download links expire after 7 days or 3 attempts.
- Passwords and instructions are sent via email from Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov

*Shipped means **Shipped** and/or **Ready to download**: Any Nationwide Databases and related Supplemental files for this order have been activated for digital download and any State Databases and related Supplemental files for this order have been **shipped on DVD**.

Order #	Order Date	Payment Method	Order Total	*Status	Order Details, Agreements and Documents	State-level Statement of Intended Use	Nationwide Data Downloads
2025S030421	12/2/2025	Credit card	\$2,600.00	Waiting for Your Payment	View Order	View Intended Use	N/A
2025N030370	11/24/2025	Check	\$750.00	Paid-Fulfilled	View Order		View Downloads

4.5 My Account: My State Data Re-Use

If data custodians intend to re-use State-level HCUP data for a purpose other than that originally approved, or if concrete projects emerge from approved exploratory work, a new Data Re-Use Request must be submitted. The **State Data Re-Use** tab allows data custodians to submit Data Re-Use requests as well as view details of re-use requests and if additional clarification is required.

My Account > State Data Re-Use

State Data Re-Use Requests: Each application for and approval of HCUP data is project-specific. If the data will be used for a purpose other than that originally approved or if concrete projects emerge from approved exploratory work, you must [submit a new Data Re-Use Request](#) if you intend to re-use your State-level HCUP data for review and approval by AHRQ. If others will be involved in the project, you must [invite new data users](#) to collaborate and sign a Data Use Agreement (DUA).

Work on a new project may not begin until the Re-Use Request is reviewed and approved.

- You may view the details of your data re-use requests below.
- If the Status shows "Clarification Requested", more information is needed to complete the review. Select "View Re-Use Request" to see the additional information that is needed and update the request.

Re-Use Request ID	Re-Use Request Date	Re-Use Request Status	Re-Use Request Details
2025RXXXX	7/22/2025	Pending Approval	View Re-Use Request
2025RXXXX	7/15/2025	Canceled	View Re-Use Request
2025RXXXX	7/15/2025	AHRQ Approved	View Re-Use Request
2025RXXXX	7/14/2025	AHRQ Approved	View Re-Use Request
2025RXXXX	6/24/2025	AHRQ Approved	View Re-Use Request
2025RXXXX	6/24/2025	Pending Approval	View Re-Use Request



As a data custodian, how do I request State Data Re-Use requests for my own projects?

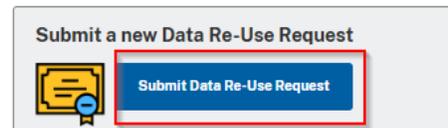
- The data custodian can submit a state re-use request by navigating to the My Account > State Data Re-Use page.
- The data custodian clicks on the **Submit Data Re-Use Request** button available on the right side or uses the hyperlink within the page description.

My Account > State Data Re-Use

State Data Re-Use Requests: Each application for and approval of HCUP data is project-specific. If the data will be used for a purpose other than that originally approved or if concrete projects emerge from approved exploratory work, you must [submit a new Data Re-Use Request](#) if you intend to re-use your State-level HCUP data for review and approval by AHRQ. If others will be involved in the project, you must [invite new data users](#) to collaborate and sign a Data Use Agreement (DUA).

Work on a new project may not begin until the Re-Use Request is reviewed and approved.

- You may view the details of your data re-use requests below.
- If the Status shows "Clarification Requested", more information is needed to complete the review. Select "View Re-Use Request" to see the additional information that is needed and update the request.



- The data custodian checks the appropriate checkbox:

"I affirm that I am the original data purchaser and/or current custodian using the data for a new research project."

or

"I affirm that I am the original purchaser and/or current data custodian and am not involved in the proposed research project."

and clicks on the **Next** button.

My Account > My State Data Re-Use



Only the current data custodian may create and submit a Data Re-Use Request.

Data Custodian Affirmation. Select one to continue.

i If seeking a state re-use request for data originally purchased at the student-price, the original data purchaser must be involved in the project.
* To invite additional users to access your data for this project, see: [Invite New Data Users](#).

I affirm that I am the original data purchaser and/or current custodian using the data for a new research project.
I am the original purchaser and/or current custodian of the HCUP databases listed in this request. My intended use of the HCUP state databases has expanded beyond what was previously approved by AHRQ. I understand that I may not begin work on this new project until I have received approval from AHRQ indicating that this expanded use is consistent with the HCUP Data Use Agreement (DUA) for State Databases.

As indicated by the DUA, I will require that any collaborators who will have access to the data for this project have completed the online Data Use Agreement Training Course at https://hcup-us.ahrq.gov/tech_assist/dua.jsp and have read, signed, and submitted a current DUA prior to being granted access to the data*.

I affirm that I am the original purchaser and/or current data custodian and am not involved in the proposed research project.
I authorize the principal investigator of the project with the first name first name last name last name and email address email address to use the HCUP state databases listed in this request. As the data custodian, I understand that I am still held accountable for the proper use of HCUP state databases, even by individuals to whom I have given access. Hence, I understand that I am also responsible for any possible misuse of the data (intended or otherwise) along with the data user. Further, I understand that I may not begin work on this new project until I have received approval from AHRQ indicating that this expanded use is consistent with the HCUP Data Use Agreement (DUA) for State Databases.

As indicated by the DUA, I will require that any collaborators who will have access to the data for this project have completed the online Data Use Agreement Training Course at https://hcup-us.ahrq.gov/tech_assist/dua.jsp and have read, signed, and submitted a current DUA prior to being granted access to the data*.

Next

4. The data custodian reviews information on the **User Information** page and clicks on the **Next** button.

My Account > My State Data Re-Use



User Information
* Required Information

<p>Username: <input type="text" value="JohnDoe"/></p> <p>Primary Email:* <input type="text" value="johndoe@test.com"/></p> <p>Phone Number:* <input type="text" value="0000000000"/></p> <p>Are you a Student?* <input type="text" value="Yes"/></p>	<p>Name of Registered User: <input type="text" value="John Doe"/></p> <p>Additional Email: Set As Primary <input type="text"/></p> <p>Fax Number: <input type="text"/></p> <p>Type of Account: <input type="text" value="Data User, Data Purchaser, Data Custodian"/></p>
<p>Organization Affiliation:</p> <p>Organization Name:* <input type="text" value="Test1"/></p> <p>Organization Type:* <input type="text" value="Consulting firm"/></p>	<p>Title:* <input type="text" value="Mr"/></p> <p>Ownership of Organization:* <input type="text" value="Not-for-profit/Government"/></p>

Reset

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Next

5. Select the state databases that have been previously purchased and click on the **Next** button. The selection options are:
 - a. Select Individual databases: Allows data custodians to choose one or more database items.

My Account > State Data Re-Use



Select HCUP databases for which re-use is being requested

i Select individual databases radio button allows you to choose one or more of the databases in your custody. To **deselect** a database, simply uncheck the box.
 Select all databases in a previous order radio button allows you to select all databases within a specific order. To **deselect** all databases from an order, simply uncheck one of the databases.

Reset Select individual databases Select all databases in a previous order

Items per page: 10 1 - 10 of 24 < >

<input type="checkbox"/> Select All	State Database	Year	Order#	Order Date
<input checked="" type="checkbox"/>	Wisconsin State Ambulatory Surgery and Services Databases 2022 -Pricing: All Applicants*	2022	2025S029887	05/29/2025
<input type="checkbox"/>	Missouri State Emergency Department Databases 2021 -Pricing: Not-For-Profit/Research*	2021	2025S029887	05/29/2025
<input type="checkbox"/>	District of Columbia State Emergency Department Databases 2023 -Pricing: Students*	2023	2025S029887	05/29/2025
<input type="checkbox"/>	District of Columbia State Emergency Department Databases 2023 -Pricing: Students*	2023	2025S029887	05/29/2025
<input type="checkbox"/>	Delaware State Inpatient Databases 2021 -Pricing: All Applicants*	2021	2025S029700	03/17/2025
<input checked="" type="checkbox"/>	Kansas State Ambulatory Surgery and Services Databases 2021 -Pricing: All Applicants	2021	2025S029700	03/17/2025
<input type="checkbox"/>	Arkansas State Emergency Department Databases 2021 -Pricing: All Applicants*	2021	2025S029700	03/17/2025

- b. Select all databases from a previous order: allows data custodians to select all items within a specific order. If one item from an order is chosen, all items in that order are automatically selected.

My Account > State Data Re-Use



Select HCUP databases for which re-use is being requested

i Select individual databases radio button allows you to choose one or more of the databases in your custody. To **deselect** a database, simply uncheck the box.
 Select all databases in a previous order radio button allows you to select all databases within a specific order. To **deselect** all databases from an order, simply uncheck one of the databases.

Reset Select individual databases Select all databases in a previous order

Items per page: 10 1 - 10 of 24 < >

<input type="checkbox"/> Select All	State Database	Year	Order#	Order Date
<input checked="" type="checkbox"/>	Wisconsin State Ambulatory Surgery and Services Databases 2022 -Pricing: All Applicants*	2022	2025S029887	05/29/2025
<input checked="" type="checkbox"/>	Missouri State Emergency Department Databases 2021 -Pricing: Not-For-Profit/Research*	2021	2025S029887	05/29/2025
<input checked="" type="checkbox"/>	District of Columbia State Emergency Department Databases 2023 -Pricing: Students*	2023	2025S029887	05/29/2025
<input checked="" type="checkbox"/>	District of Columbia State Emergency Department Databases 2023 -Pricing: Students*	2023	2025S029887	05/29/2025
<input type="checkbox"/>	Delaware State Inpatient Databases 2021 -Pricing: All Applicants*	2021	2025S029700	03/17/2025
<input checked="" type="checkbox"/>	Kansas State Ambulatory Surgery and Services Databases 2021 -Pricing: All Applicants	2021	2025S029700	03/17/2025
<input type="checkbox"/>	Arkansas State Emergency Department Databases 2021 -Pricing: All Applicants*	2021	2025S029700	03/17/2025
<input type="checkbox"/>	Indiana State Inpatient Databases 2021 -Pricing: All Applicants*	2021	2025S029700	03/17/2025

- Read & Agree to the Data Use Agreement for HCUP State Databases by selecting the checkbox and proceeding to the next step by clicking the **Next** button.

My Account > State Data Re-Use



Acknowledgment of HCUP Data Use Agreement

Review and acknowledge the Data Use Agreement in order to continue.

Violation of the AHRQ Confidentiality Statute may be subject to a civil penalty of up to \$10,443 under 42 U.S.C. 299c-3(u), and that deliberately making a false statement about this or any matter within the jurisdiction of any department or agency of the Federal Government violates 18 U.S.C. § 1001 and is punishable by a fine, up to five years in prison, or both. Violators of this Agreement may also be subject to penalties under state confidentiality statutes that apply to these data for particular states.

Collection of this information is required as a condition of access to Healthcare Cost and Utilization Project data products. The information collection supports requirements of the Public Health Service Act (42 U.S.C. 299c-3(c)), and is used for 1) completion of order transactions, and 2) for enforcement of the HCUP Data Use Agreement. As required by the Privacy Act of 1974, any identifying information obtained will be kept private to the extent provided by law. Public reporting burden for this collection of information is estimated to average 30 minutes per response, the estimated time required to complete the application. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-0206) AHRQ, 5600 Fishers Lane, # 07W41A, Rockville, MD 20857.

OMB Control No. 0935-0206 expires 05/31/2025.

Electronic Version: Data Use Agreement for HCUP State Databases

3/10/2023

By checking this box or accessing or using any part of the HCUP State databases, I acknowledge that I have read, understand, and will comply with the terms of the Data Use Agreement for the State Databases from the Healthcare Cost and Utilization Project (HCUP), Agency for Healthcare Research and Quality.

- HCUP Agreements popup message is displayed. Click on the **Next** button to proceed with the next step.



HCUP Agreements

You have agreed to terms of the HCUP Agreements. Please be reminded that Federal penalties apply for violations of the Agreements. If you did not carefully review the terms and penalties, please do so before continuing.

[View Agreements](#) [Next](#)

- Complete the Statement of Intended (Re-)Use (SIU) of State Databases and Description of Project Activities by providing **the Project title or summary of research topic, Project Description, Expected end-products, and Data Use Agreement adherence** and then click on the **Next** button.

Statement of Intended Re-Use of State Databases and Description of Project Activities

A Statement of Intended Re-Use is required if the previously purchased SID, SEDD or SASD will be used for a purpose other than that originally approved or if concrete projects emerge from approved exploratory work. This Statement is reviewed by AHRQ on behalf of the HCUP Partners. It should include enough information for reviewers to understand how the HCUP data will be used and reported, including compliance with the [HCUP Data Use Agreement \(DUA\) for State Databases](#) to which you just agreed.

The DUA provides complete descriptions of the acceptable uses of the HCUP SID, SASD, and SEDD. In general, files from these databases are available for the purposes of research, analysis, and aggregate statistical reporting. They may not be used for commercial or competitive purposes or used for law enforcement, legal process or litigation purposes. The data may not be linked to a data set with individually identifiable records from any other source. The data may not be redistributed by posting on any website or publishing in any other publicly accessible online repository. Attempts to identify individuals or establishments are strictly prohibited. Information that could identify individuals or establishments directly or by inference may not be released in disseminated or shared materials.

Please refer to the *Guide for Preparing the Statement of Intended Use for State Databases* ([PDF file, 45 KB](#); [HTML](#)) for additional information.



Note

The AHRQ reviewers will put your application on hold and request additional clarification if you do not provide all of the information requested.

Project title or summary of research topic (300 characters maximum)

Project Description, including the goals and objectives, specific research questions, level of analysis (e.g., patient, hospital, county, state), and how your final product will adhere to the restrictions of the HCUP Data Use Agreement: (4000 characters maximum)

Expected end-products (e.g., peer-reviewed manuscripts, reports, tables) based on this use of the requested HCUP databases and the intended audiences of these products: (300 characters maximum)

Data Use Agreement adherence, including how you will protect individuals and establishments from identification and protect the data from being misused: (4000 characters maximum)

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Next

- Review and affirm the request by selecting the checkbox and then clicking the **Submit Request** button.

Review and Submit Data Re-Use Request

Data Custodian

Name: John Doe
Address: 1 Test Street, Test, DE 00000, USA
Email: johndoe@test.com
Phone Number: 0000000000
Organization Name: Test1
Title: Mr
Organization Type: Consulting firm
Ownership of Organization: Not-for-profit/Government

Statement of Intended Re-Use
Project title or summary of research topic test
Project description test
Expected end products and intended audiences test
Data Use Agreement adherence test

Databases to be Re-Used	Previous Order #
District of Columbia State Emergency Department Databases 2022-Pricing: Not-For-Profit Affiliation*	2026S030744

I affirm that I am using the data for a new research project, all of the information provided in this Data Re-Use Request is true, and that I will comply with all agreements as required by AHRQ.

[Back](#)

[Submit Request](#)

10. After the submission of the request, an automated email will be triggered with the subject "Your AHRQ HCUP Request #YYYYRXXXXXX: Pending Approval".
11. The request and the SIU will be reviewed by AHRQ staff and once it gets approved, the data custodian can re-use the databases that were included in the request.

As a data custodian, how do I submit a State Data Re-Use request for someone else's project using my data?

1. In the **My State Data Re-Use page**, click on the affirmation box:

"I affirm that I am the original purchaser and/or current data custodian and am not involved in the proposed research project."
2. Enter the **Principal investigator's first name and the last** name in the respective text boxes and their **email address** and then click on **Next** button.

My Account > My State Data Re-Use



Only the current data custodian may create and submit a Data Re-Use Request.

Data Custodian Affirmation. Select one to continue.

i If seeking a state re-use request for data originally purchased at the student-price, the original data purchaser must be involved in the project.
* To invite additional users to access your data for this project, see: [Invite New Data Users](#).

I affirm that I am the original data purchaser and/or current custodian using the data for a new research project.
I am the original purchaser and/or current custodian of the HCUP databases listed in this request. My intended use of the HCUP state databases has expanded beyond what was previously approved by AHRQ. I understand that I may not begin work on this new project until I have received approval from AHRQ indicating that this expanded use is consistent with the HCUP Data Use Agreement (DUA) for State Databases.
As indicated by the DUA, I will require that any collaborators who will have access to the data for this project have completed the online Data Use Agreement Training Course at https://hcup-us.ahrq.gov/tech_assist/dua.jsp and have read, signed, and submitted a current DUA prior to being granted access to the data*.

I affirm that I am the original purchaser and/or current data custodian and am not involved in the proposed research project.
I authorize the principal investigator of the project with the first name **John** last name **Sang** and email address **johnsang@test.com** to use the HCUP state databases listed in this request. As the data custodian, I understand that I am still held accountable for the proper use of HCUP state databases, even by individuals to whom I have given access. Hence, I understand that I am also responsible for any possible misuse of the data (intended or otherwise) along with the data user. Further, I understand that I may not begin work on this new project until I have received approval from AHRQ indicating that this expanded use is consistent with the HCUP Data Use Agreement (DUA) for State Databases.
As indicated by the DUA, I will require that any collaborators who will have access to the data for this project have completed the online Data Use Agreement Training Course at https://hcup-us.ahrq.gov/tech_assist/dua.jsp and have read, signed, and submitted a current DUA prior to being granted access to the data*.

Next

3. Verify the **User Information** step, then click **Next**. Select the desired **HCUP databases**, then click **Next**. Complete the **Data Use Agreements** step, then click **Next** button to continue to the **SIU (Statement of Intended (Re-)Use)** step.
4. After completing the SIU section, click **Next button** to review the re-use request.
5. Review the **re-use request** details, confirm the acknowledgment by selecting the checkbox, and click the **Submit** Request button to complete the State Data Re-Use request in CDORS.

My Account > My State Data Re-Use



Review and Submit Data Re-Use Request

Data Custodian

Name: John Doe
Address: 2, Test2 street, Test, DE 00000, USA
Email: johndoe@test.com
Phone Number: 0000000000
Organization Name: Test1
Title: Mr
Organization Type: Consulting firm
Ownership of Organization: Not-for-profit/Government

Principal Investigator

Name: John Sang
Address: 1, Test Street, Test, DE 20888, USA
Email: johnsang@test.com
Phone Number: 0000000000
Organization Name: Test
Title: Assitant
Organization Type: Other
Ownership of Organization: Not-for-profit/Government

Statement of Intended Re-Use	
Project title or summary of research topic	test
Project description	test
Expected end products and intended audiences	test
Data Use Agreement adherence	test

Databases to be Re-Used	Previous Order #
District of Columbia State Emergency Department Databases 2022 - Pricing: Not-For-Profit Affiliation*	2026S030744

I affirm that I am using the data for a new research project, all of the information provided in this Data Re-Use Request is true, and that I will comply with all agreements as required by AHRQ.

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[Submit Request](#)

- Two emails are triggered after the submission of the request.
 - Email 1: Sent to Data Custodian confirming successful submission of re-use request and PI response is required
 - Email 2: Sent to PI – notifying the nomination as PI, and action is required on their part to proceed with the approval process.

7. Principal Investigator – PI steps,

- Log in to the CDORS as the **Principal Coordinator (PI)** of the Type-B State Data Re-Use request and navigate to **My Account > My State Data Re-Use** page.
- Click on the **View Re-use Request** hyperlink. A new column labeled Re-use Request Type is added to identify the type of request.
- Review the re-use request details submitted by the Data Custodian in **My Account > My State Data Re-Use > Request Details** page and agree to take responsibility as PI.
- Click on the checkbox:

“I have reviewed the details of this data re-use request and agree to take responsibility for secure data storage and appropriate use as outlined in the HCUP Data Use Agreement”

to agree to take responsibility as PI for the re-use request.

- Click the **Agree to the Data Re-Use** button, then click **OK** in the confirmation dialog to complete the agreement.

My Account > [My State Data Re-Use](#) > Request Details

[↑ Return to My State Data Re-Use](#)

Request #2026R002301

Application Date: 3/16/2026

Approved Date: N/A

Application Status: **Pending PI Response**

Data Custodian: John Doe

Principal Investigator: Jane Smith

Request Record: [John-Doe-StateDataReuseRequest-2026R002301-2026Mar16.pdf](#)

Databases to be Re-Used	Previous Order #
District of Columbia State Emergency Department Databases 2022	2026S030744

I have reviewed the details of this data re-use request and agree to take responsibility for secure data storage and appropriate use as outlined in the HCUP Data Use Agreement.

Agree to Data Re-Use

Cancel Request

Submitted Statement of Intended Re-Use for the re-use of State-level databases listed in this order

Statement of Intended Re-Use
Project title or summary of research topic test
Project Description test
Expected end products and intended audiences test
Data Use Agreement adherence test

- Two emails are triggered after the submission of the request.
 - Email 3: Sent to Data Custodian notifying PI has submitted their response, and the application is awaiting AHRQ approval.
 - Email 4: Sent to PI confirming their response and the application is awaiting AHRQ approval.

Note:

- The Data Custodian has the privilege to update the HCUP databases using the **Update Databases** button and cancel the re-use request using **the Cancel Request** button.
- The PI has the privilege to cancel the re-use request by clicking on the **Cancel Request** button.
- A pdf document of the Re-use request and its details is available to **view/download**.
- Email notifications are sent to the **Data Custodian**, with the **Principal Investigator (PI)** copied, for all **System User** actions related to the re-use request, including **SIU decisions(approved/disapproved), cancelations, and SIU updates**.

4.6 My Account: Custody Transfer

The Custody Transfer Request feature enables secure and structured reassignment of data custodianship within the CDORS system. Data custodians can submit requests for a transfer of custody to a new data custodian.

My Account > Custody Transfer

You are the custodian for all data you purchase or have had transferred to you. If you want to transfer custody of the data to another person, you must submit a custody transfer request. Please remember that individuals, not entities, are responsible for the use and security of the HCUP data and the data custodian remains responsible for any use or potential misuse unless and until custody is formally transferred to another individual.

Use this page to initiate your data custody transfer application. **Transfer is not complete until AHRQ approves your Transfer Request.**

- You may view the details of your custody transfer requests below.



Transfer Request ID	Transfer Request Date	Transfer Status	From Custodian	To Custodian	Transfer Request Details
2026T20XXXX	3/10/2026	AHRQ Approved-Transfer Completed	Jane Smith	John Doe	View Transfer Request
2026T21XXXX	2/3/2026	Canceled	Jane Smith	John Doe	View Transfer Request
2026T22XXXX	2/3/2026	Pending AHRQ Approval	Jane Smith	John Doe	View Transfer Request

How to submit a Custody Transfer Request?

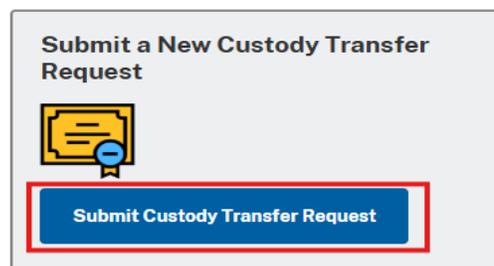
1. Click on the **Submit Custody Transfer Request** button

My Account > Custody Transfer

You are the custodian for all data you purchase or have had transferred to you. If you want to transfer custody of the data to another person, you must submit a custody transfer request. Please remember that individuals, not entities, are responsible for the use and security of the HCUP data and the data custodian remains responsible for any use or potential misuse unless and until custody is formally transferred to another individual.

Use this page to initiate your data custody transfer application. **Transfer is not complete until AHRQ approves your Transfer Request.**

- You may view the details of your custody transfer requests below.



- Enter the first name, last name and the email address of the new data custodian to whom the data will be transferred, affirm the request and click on the Next button.

My Account > Custody Transfer

1 **Initiate Custody Transfer Request** 2 User Information 3 Select HCUP Databases 4 Review Request

Initiate Custody Transfer Request

I affirm that I am the data custodian requesting to transfer custody to another person

I am the original purchaser or current custodian of the HCUP databases listed in this request. I am requesting to transfer data custody to the person with first name , last name , and email address .

Student-priced databases may not be transferred. I will retain custody of, or destroy, any HCUP databases that were acquired at student pricing.

Next

- In User Information, confirm original data custodian details and then click the **Next** button. If needed, user information other than Username and Name of Registered User fields can be updated.

User Information

* Required Information

Username: <input type="text" value="JohnDoe"/>	Name of Registered User: <input type="text" value="John Doe"/>
Primary Email:* <input type="text" value="johndoe@test.com"/>	Additional Email: Set As Primary <input type="text"/>
Phone Number:* <input type="text" value="0000000000"/>	Fax Number: <input type="text"/>
Are you a Student?* <input type="text" value="Yes"/>	Type of Account: <input type="text" value="Data User, Data Purchaser, Data Custodian"/>

Organization Affiliation:

Organization Name:* <input type="text" value="Test"/>	Title:* <input type="text" value="Assistant"/>
Organization Type:* <input type="text" value="Consulting firm"/>	Ownership of Organization:* <input type="text" value="Not-for-profit/Government"/>

- In the HCUP Databases, select the databases from the table that are to be included in the transfer request, and click the **Next** button.

Select HCUP databases for which transfer is being requested

i **Select individual databases** radio button allows you to choose one or more of the databases in your custody. To **deselect** a database, simply uncheck the box.

Select all databases in a previous order radio button allows you to select all databases within a specific order. To **deselect** all databases from an order, simply uncheck one of the databases.

Select individual databases
 Select all databases in a previous order

Items per page: 1 - 25 of 425 < < > >

<input type="checkbox"/> Select All	Nationwide Database	Year	Order#	Order Date
<input type="checkbox"/>	Kids' Inpatient Database 2022 -Pricing: Students*	2022	M2025NXXXX	04/30/2025
<input type="checkbox"/>	National Inpatient Sample 2021 -Pricing: All Others*	2021	M2025NXXXX	02/20/2025
<input type="checkbox"/>	National Inpatient Sample 2021 -FREE Supplemental File: Cost-to-Charge Ratio Files	2021	M2025NXXXX	02/20/2025
<input type="checkbox"/>	Kids' Inpatient Database 2022 -FREE Supplemental File: Cost-to-Charge Ratio Files	2022	2025NXXXX	01/15/2025

5. In the Review and Submit Custody Transfer Request, review and confirm the request details. Affirm it by selecting the checkbox and clicking the **Submit Request** button.

Review and Submit Custody Transfer Request

New Data Custodian

Name: Jane Smith
Address: 1, Test St, Test, KS 20877, USA
Email: janesmith1@test.com
Phone Number: 0000000000
Organization Name: Test Org
Title: Mr
Organization Type: Other
Ownership of Organization: Not-for-profit/Government

Current Data Custodian

Name: John Doe
Address: 2 No Street, Test, DE 00000, USA
Email: johndoe@test.com
Phone Number: 0000000000
Organization Name: Test
Title: Professor
Organization Type: Consulting firm
Ownership of Organization: Not-for-profit/Government

Databases to be Transferred	Previous Order #
Nationwide Ambulatory Surgery Sample 2021 -Pricing: Non Student*	2026N030724

I affirm that I am the data custodian requesting to transfer custodianship to another person. All of the information provided in this Custody Transfer Request is accurate and I will comply with all agreements as required by AHRQ.

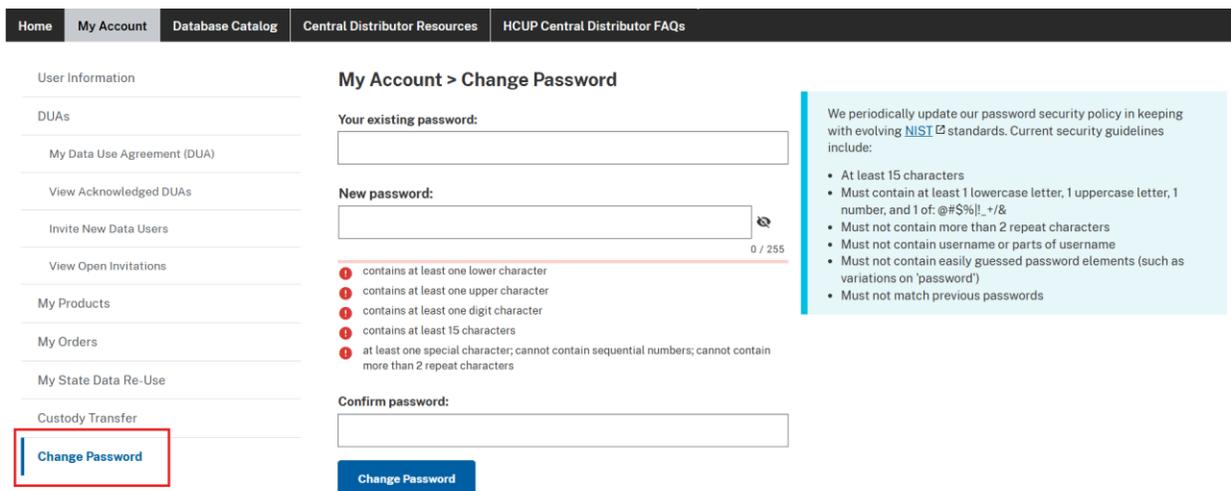
6. Once the new data custodian accepts and AHRQ approves the request, the transfer will be completed.

Note:

- *New data custodians who are not registered as data users in HCUP CDORS application must go through the user registration process. Steps for the registrations process can be found in User Account Registration.*
- *Student-priced databases cannot be transferred. The custodian must retain custody of, or destroy, any HCUP databases that were acquired at student pricing.*
- *If the Transfer request is still pending acknowledgement by the new custodian, a reminder email shall be sent to both data custodians on the 7th and 14th day.*

4.7 My Account: Change Password

If the account password needs to be changed, click the **My Account** tab and select **Change Password**. Change Password section will be displayed.



My Account > Change Password

Your existing password:

New password: 0 / 255

- contains at least one lower character
- contains at least one upper character
- contains at least one digit character
- contains at least 15 characters
- at least one special character; cannot contain sequential numbers; cannot contain more than 2 repeat characters

Confirm password:

[Change Password](#)

We periodically update our password security policy in keeping with evolving NIST standards. Current security guidelines include:

- At least 15 characters
- Must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 of: @#\$%|!_+/&
- Must not contain more than 2 repeat characters
- Must not contain username or parts of username
- Must not contain easily guessed password elements (such as variations on 'password')
- Must not match previous passwords

How do I change my password?

1. Enter the old password in the **Your existing password** field
2. In the **New password** field, enter an updated password. Updated passwords must conform to our security guidelines, which currently require:
 - At least 15 characters
 - Must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 of: @#\$%|!_+/&
 - Must not contain more than 2 repeat characters
 - Must not contain username or parts of username

- Must not contain easily guessed password elements (such as variations on 'password')
 - Must not match previous passwords
 - Re-enter the updated password in the **Confirm password** field and click on **Change Password**
3. After a successful change, a confirmation email will be sent to the primary email address, and the user will be required to sign in again using the updated password.

4.8 Forgot Password

All users can reset their password using this feature.

1. Click on the **Log In** icon in the CDORS home page
2. Select the **Forgot password?** link in the Sign In section

Sign in

Username:

Password:

[Sign in](#)

[Forgot password?](#)

[Forgot username?](#)

Don't have an account? [Register now](#)

3. In the Forgot Password page, enter the registered **email address** or **username** in the text box and click the **Submit** button

Forgot Password

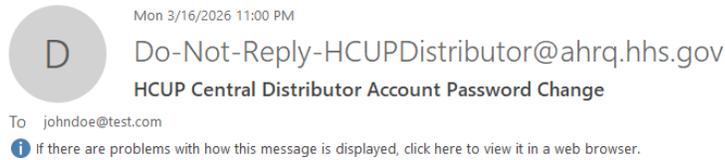
Request a password reset

Enter your email address or username:

 Password reset email sent.

[Submit](#)

4. Users will receive a password reset email from Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov



Dear John Doe,

You have submitted a request to change your existing password for HCUP Central Distributor Online Reporting System. You may use this link to [change your password](#)

If you did not send this request, please contact the HCUP Central Distributor at HCUP-RequestData@ahrq.gov.

Kind regards,
AHRQ HCUP Central Distributor Team

5. Click on the **change your password** link contained in the body of the email.

Reset password

New password:

0 / 255

- contains at least one lower character
- contains at least one upper character
- contains at least one digit character
- contains at least 15 characters
- at least one special character; cannot contain sequential numbers; cannot contain more than 2 repeat characters

Confirm password:

Change Password

6. Enter the new password in the **New password** and **Confirm password** fields and then click on **Change Password** button to reset the password.

Note: Passwords must adhere to current security guidelines:

- At least 15 characters
- Must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 of: @#\$%|!+/&
- Must not contain more than 2 repeat characters or sequential numbers
- Must not contain username or parts of username
- Must not contain easily guessed password elements (such as variations on 'password')

4.9 Forgot Username

All users can retrieve their username using this feature.

1. Click on the **Log In** icon on the CDORS home page.
2. Select the **Forgot username?** link in the Sign In section.

Sign in

Username:

Password:

Sign in

[Forgot password?](#)

[Forgot username?](#)

Don't have an account? [Register now](#)

3. In the Forgot Username page, enter the registered **email address** in the text box and click the **Submit** button.

Forgot Username

Request a username recovery

Enter your email address:

Submit

4. An email from Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov will be sent to the registered email address with the corresponding username.

 Mon 3/16/2026 11:01 PM
Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov
HCUP Central Distributor Account Username Recovery

To: johndoe@test.com

 If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear John Doe,

You have submitted a request to recover your existing username. Your registered username is: **JohnDoe** for the [HCUP Central Distributor Online Reporting System](#).

If you did not send this request, please contact the HCUP Central Distributor Online Reporting System at HCUP-RequestData@ahrq.gov.

Kind regards,
AHRQ HCUP Central Distributor Team

5. Database Catalog

The **Database Catalog** in the HCUP Central Distributor Online Reporting System (CDORS) provides users with access to **Nationwide** and **State-level** databases along with **Supplemental Files** available for purchase. It enables users to search for specific datasets, review availability, and view pricing details. However, Nationwide and State databases cannot be ordered together in the same transaction—users must submit separate orders if they require both. Nationwide databases are delivered via secure digital download, while State databases are shipped on physical media (DVD). Additionally, student-priced databases are exclusively available for the students, which requires proof of student status to complete the order.

To purchase the databases users must login to CDORS account, navigate to the **Database Catalog** tab, and use the interface to browse and select the desired datasets. The Shopping Cart feature allows users to review selections and finalize their applications.

Home
My Account
Database Catalog
Central Distributor Resources
HCUP Central Distributor FAQs

Database Catalog

HCUP Nationwide and State databases and supplemental files are available for purchase here. If you need both Nationwide and State Databases for your research, you will need to submit separate orders. Nationwide databases are delivered via secure digital download. State Databases are shipped on physical media (DVD).

Use this catalog to find and select the items you would like to request. Use the Shopping Cart link to review and complete your application.

Please note all sales are final. Before placing your order, consult [HCUP Database Documentation](#) regarding the availability of data elements and their definitions.

Required HCUP Data Use Agreement (DUA) Training

 Purchasers and all individuals with access to the HCUP databases are required to complete the web-based HCUP Data Use Agreement (DUA) Training.

[Complete Training](#)

Search for the databases you are interested in ordering to view [availability](#) and pricing. Nationwide and State databases may not be ordered together. Once you select a database, all databases of the other category are disabled.

Product Category

Nationwide

Start Year

All Years

Years available: 1988-2023

End Year

All Years

HCUP Databases

All Nationwide

Pricing

All

Database Search Results

Notes:

- **Student-priced databases** are available for student-led projects only. To allow selection of student-pricing, students must answer "Yes" to the question: "Are you a Student?" on the User Information page. Proof of student status is required to complete your order.
- (M) - Multi-Year - Selection automatically includes the multiple years referenced in Database name
- Nationwide databases are delivered via download only

Category	Database	Pricing	2023	2022	2021	2020	2019	2018	2017	2016	2015*	2014	2013	2012
Nationwide	NIS	Non Student	<input type="checkbox"/> NIS 2023 \$750.00	<input type="checkbox"/> NIS 2022 \$750.00	<input type="checkbox"/> NIS 2021 \$750.00	<input type="checkbox"/> NIS 2020 \$750.00	<input type="checkbox"/> NIS 2019 \$750.00	<input type="checkbox"/> NIS 2018 \$750.00	<input type="checkbox"/> NIS 2017 \$750.00	<input type="checkbox"/> NIS 2016 \$625.00	<input type="checkbox"/> NIS 2015 \$500.00	<input type="checkbox"/> NIS 2014 \$500.00	<input type="checkbox"/> NIS 2013 \$350.00	<input type="checkbox"/> NIS 2012 \$350.00

Note: Nationwide and State databases must be in separate orders.

5.1 Purchase Requests

5.1.1 Purchase Nationwide databases

1. Log into **CDORS**.
2. Click the **Database Catalog** from the top menu to view the catalog.
3. Select **Nationwide** option in the **Product Category** drop-down.
4. Select any of the below option in the **HCUP Databases** drop-down

- a. All Nationwide
 - b. National (Nationwide) Inpatient Sample (NIS)
 - c. Kids' Inpatient Database (KID)
 - d. Nationwide Emergency Department Sample (NEDS)
 - e. Nationwide Readmission Database (NRD)
 - f. Nationwide Ambulatory Surgery Sample (NASS)
5. Select the **Start Year** and **End Year** for the desired databases.
 6. Select the **Pricing** category.
 7. Select the desired nationwide database(s) from the **Database Search Results** list.
 8. Click the **Add To Cart** button. The CCR files are added automatically along with the selected databases.
 9. Additional databases can be added by selecting them from the list and clicking on the **Update Cart** button to update the cart.

Database Search Results

Note:

- (M) - Multi-Year - Selection automatically includes the multiple years referenced in Database name
- Nationwide databases are delivered via download only
- Student-priced databases are available for student-led projects only. To allow selection of student-pricing, please answer "Yes" to the question: "Are you a Student?" on the User Information page. Proof of student status is required to complete your order.

Category	Database	Pricing	2022	2021	2020	2019	2018	2017	2016	2015*	2014	2013	2012	2011
Nationwide	NIS	Non Student	<input type="checkbox"/> NIS 2022 \$750.00	<input type="checkbox"/> NIS 2021 \$750.00	<input type="checkbox"/> NIS 2020 \$750.00	<input type="checkbox"/> NIS 2019 \$750.00	<input type="checkbox"/> NIS 2018 \$750.00	<input type="checkbox"/> NIS 2017 \$750.00	<input type="checkbox"/> NIS 2016 \$625.00	<input type="checkbox"/> NIS 2015 \$500.00	<input type="checkbox"/> NIS 2014 \$500.00	<input type="checkbox"/> NIS 2013 \$350.00	<input type="checkbox"/> NIS 2012 \$350.00	<input type="checkbox"/> NIS 2011 \$350.00
Nationwide	NIS	Student	<input type="checkbox"/> NIS 2022 \$150.00	<input type="checkbox"/> NIS 2021 \$150.00	<input type="checkbox"/> NIS 2020 \$150.00	<input type="checkbox"/> NIS 2019 \$150.00	<input type="checkbox"/> NIS 2018 \$150.00	<input type="checkbox"/> NIS 2017 \$150.00	<input type="checkbox"/> NIS 2016 \$125.00	<input type="checkbox"/> NIS 2015 \$100.00	<input type="checkbox"/> NIS 2014 \$100.00	<input type="checkbox"/> NIS 2013 \$100.00	<input type="checkbox"/> NIS 2012 \$50.00	<input type="checkbox"/> NIS 2011 \$50.00
Nationwide	KID	Non Student	<input type="checkbox"/> KID 2022 \$750.00			<input type="checkbox"/> KID 2019 \$750.00			<input type="checkbox"/> KID 2016 \$500.00				<input type="checkbox"/> KID 2012 \$350.00	
Nationwide	KID	Student	<input type="checkbox"/> KID 2022 \$150.00			<input type="checkbox"/> KID 2019 \$150.00			<input type="checkbox"/> KID 2016 \$100.00				<input type="checkbox"/> KID 2012 \$50.00	
Nationwide	NEDS	Non Student	<input type="checkbox"/> NEDS 2022 \$1,000.00	<input type="checkbox"/> NEDS 2021 \$1,000.00	<input type="checkbox"/> NEDS 2020 \$1,000.00	<input type="checkbox"/> NEDS 2019 \$1,000.00	<input type="checkbox"/> NEDS 2018 \$1,000.00	<input type="checkbox"/> NEDS 2017 \$1,000.00	<input type="checkbox"/> NEDS 2016 \$1,000.00	<input type="checkbox"/> NEDS 2015 \$750.00	<input type="checkbox"/> NEDS 2014 \$750.00	<input type="checkbox"/> NEDS 2013 \$500.00	<input type="checkbox"/> NEDS 2012 \$500.00	<input type="checkbox"/> NEDS 2011 \$500.00

10. After adding the databases to the cart, click the **View Cart** button to navigate to the Shopping Cart page.

Search for the databases you are interested in ordering to view [availability](#) and pricing. Nationwide and State databases may not be ordered together. Once you select a database, all databases of the other category are disabled.

Product Category
 Nationwide

Start Year
 All Years

End Year
 All Years

Years available: 2016-2022

Hcup Databases
 Nationwide Ambulatory Surgery Sample (NASS)

Pricing
 All

Database Search Results

Note:

- (M) - Multi-Year - Selection automatically includes the multiple years referenced in Database name
- Nationwide databases are delivered via download only
- Student-priced databases are available for student-led projects only. To allow selection of student-pricing, please answer "Yes" to the question: "Are you a Student?" on the User Information page. Proof of student status is required to complete your order.

Category	Database	Pricing	2022	2021	2020	2019	2018	2017	2016
Nationwide	NASS	Non Student	<input type="checkbox"/> NASS 2022 \$1,000.00	<input type="checkbox"/> NASS 2021 \$1,000.00	<input type="checkbox"/> NASS 2020 \$1,000.00	<input type="checkbox"/> NASS 2019 \$1,000.00	<input type="checkbox"/> NASS 2018 \$1,000.00	<input type="checkbox"/> NASS 2017 \$1,000.00	<input type="checkbox"/> NASS 2016 \$1,000.00
Nationwide	NASS	Student	<input checked="" type="checkbox"/> NASS 2022 \$200.00	<input type="checkbox"/> NASS 2021 \$200.00	<input type="checkbox"/> NASS 2020 \$200.00	<input type="checkbox"/> NASS 2019 \$200.00	<input type="checkbox"/> NASS 2018 \$200.00	<input type="checkbox"/> NASS 2017 \$200.00	<input type="checkbox"/> NASS 2016 \$200.00

11. Verify added items in the cart and click the **Check Out** button.
12. In the **Application Information** section, select appropriate mandatory responses for the questions under the **Information Specific to This Order** section below,
 - a. Are you purchasing this for a student-led project?
 - b. Will the data being requested be used in an AHRQ grant funded project?

Shopping Cart

1 Shopping Cart 2 Applicant Information 3 Data Use Agreements 4 Statement of Intended Use 5 Shipping and Billing Address 6 Payment Method 7 Review Order

OMB Control No. 0935-0206 expires 05/31/2025

Collection of this information is required as a condition of access to Healthcare Cost and Utilization Project data products. The information collection supports requirements of the Public Health Service Act (42 U.S.C. 290c-3(c)), and is used for 1) completion of order transactions, and 2) for enforcement of the HCUP Data Use Agreement. As required by the Privacy Act of 1974, any identifying information obtained will be kept private to the extent provided by law. Public reporting burden for this collection of information is estimated to average 30 minutes per response, the estimated time required to complete the application. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-0206) AHRQ, 5600 Fishers Lane, # 07W41A, Rockville, MD 20857.

Items will be saved in your cart for 30 days. Print Quote

Remove	Database	Subtotal
<input type="checkbox"/>	Nationwide Ambulatory Surgery Sample 2022 - Pricing: Students	\$200.00
Total price:		\$200.00

Shopping Cart

1 Shopping Cart 2 Applicant Information 3 Data Use Agreements 4 Statement of Intended Use 5 Shipping and Billing Address 6 Payment Method 7 Review Order

Applicant Information

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.

- The registered account holder name cannot be modified after account creation.
- If your email address has changed, go to [My Account](#) to update it, then return to the Shopping Cart to complete the check-out process.
- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship to, someone else. Databases must be received by the account holder responsible for the data.

User Account Information
Edits to these fields will update your account User Information. Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

* Required Information

Name: Email:

Phone Number: Fax Number:

Organization Affiliation

Organization Name: Ownership of Organization:

Organization Type:

Information Specific to This Order

Are you purchasing this for a student-led project?

Name of College/University:

College/University name is required if you are a student. If you requested student pricing for any database(s), you will be required to provide documentation of student status.

Will the data being requested be used in an AHRQ grant funded project?

AHRQ Grant Number:

AHRQ Grant Title: Principal Investigator Name:

All AHRQ grant information fields are required if AHRQ grant funding is involved.

13. In the Data User Agreement step, the applicant must complete the **Acknowledgment of HCUP Data Use Agreements and Indemnification Clause**.

Shopping Cart



Acknowledgment of HCUP Data Use Agreements and Indemnification Clause

Review and acknowledge the Data Use Agreement, Responsibilities of the Data Purchaser, and Indemnification Clause in order to continue.

Data Use Agreement for Nationwide Databases

Review full text before acknowledging.

This Data Use Agreement ("Agreement") governs the disclosure and use of data in the HCUP Nationwide Databases from the Healthcare Cost and Utilization Project (HCUP) which are maintained by the Agency for Healthcare Research and Quality (AHRQ). The HCUP Nationwide databases include the National (Nationwide) Inpatient Sample (NIS), Kids' Inpatient Database (KID), Nationwide Ambulatory Surgery Sample (NASS), Nationwide Emergency Department Sample (NEDS), and Nationwide Readmissions Database (NRD). Any person ("the data recipient") seeking permission from AHRQ to access HCUP Nationwide Databases must read and accept this Agreement electronically, and complete the online Data Use Agreement Training Course at www.hcup-us.ahrq.gov, as a precondition to the granting of such permission.

Section 944(c) of the Public Health Service Act (42 U.S.C. 290c-3(c)) ("the AHRQ Confidentiality Statute"), requires that data collected by AHRQ that identify individuals or establishments be used only for the purpose for which they were supplied. Pursuant to this Agreement, data released to AHRQ for the HCUP Databases are subject to the data standards and protections established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P.L. 104-191) and implementing regulations ("the Privacy Rule"). Accordingly, HCUP Databases may only be released in "limited data set" form, as that term is defined by the Privacy Rule, 45 C.F.R. § 164.514(e). AHRQ classifies HCUP data as protected health information under the HIPAA Privacy Rule, 45 C.F.R. § 160.103. By executing this Agreement, the data recipient understands and affirms that HCUP data may only be used for the prescribed purposes, and consistent with the following standards:

No Identification of Persons -The AHRQ Confidentiality Statute prohibits the use of HCUP data to identify any person (including but not limited to patients, physicians, and other health care providers). The use of HCUP Databases to identify any person constitutes a violation of this Agreement and may constitute a violation of the AHRQ Confidentiality Statute and the HIPAA Privacy Rule. This Agreement prohibits data recipients from releasing, disclosing, publishing, or presenting any individually identifying information obtained under its terms.

AHRQ omits from the data set all direct identifiers that are required to be excluded from limited data sets as consistent with the HIPAA Privacy Rule. AHRQ and the data recipient(s) acknowledge that it may be possible for a data recipient, through deliberate technical analysis of the data sets and with outside information, to attempt to ascertain the identity of particular persons. Risk of individual identification of persons is increased when observations (i.e., individual discharge records) in any given cell of tabulated data is >10. This Agreement expressly prohibits any attempt to identify individuals, including by the use of vulnerability analysis or penetration testing. In addition, methods that could be used to identify individuals directly or indirectly shall not be disclosed, released, or published. Data recipients shall not attempt to

Download Nationwide DUA [PDF \(260 KB\)](#) [HTML](#)

By checking this box or accessing or using any part of the HCUP Nationwide databases, I acknowledge that I have read, understand, and will comply with the terms of the Data Use Agreement for the Nationwide Databases from the Healthcare Cost and Utilization Project (HCUP), Agency for Healthcare Research and Quality.

14. Review and acknowledge by selecting the checkboxes for the Data Use Agreement for Nationwide Databases, Responsibilities of the Data Purchaser and Indemnification Clause and then click on **Next** button.

15. In the Statement of Intended Use of Nationwide Databases and Description of Project Activities" - No Statement of Intended Use is required for orders that include only Nationwide databases and/or supplemental files, so click on the **Next** button.

Shopping Cart



Statement of Intended Use of Nationwide Databases and Description of Project Activities

No Statement of Intended Use is required for orders that include only Nationwide databases and/or supplemental files. Continue to next step.

[Back](#)

[Next](#)

16. Confirm the shipping and billing address and click on the **Next** button.

Shopping Cart



Shipping and Billing Address

1 NOTE: The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.

- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship databases to, someone else. Databases must be received by the account holder responsible for the data.
- Database purchases may be billed to another entity by creating a separate billing address.
- If you plan to pay by credit card, the billing name, address, and ZIP code must match the credit card. Only credit cards issued by US banks are accepted.
- All contact information of Shipping Address must be that of the account holder.
- Please ensure the correct shipping address, including the office or suite number, is provided for secure and on time delivery.

* Required Information

Shipping Address

Shipping Address:

Country:*

Name:*

Organization/Company:

Address Line 1:*(Character limit: 60)

Address Line 2:

City:*

State/Province/Region:*

ZIP/Postal Code:*

Shipping Phone Number*

The billing information for this order is different from the shipping information.

[Back](#)

[Next](#)

17. Select the payment method and click the **Next** button. CDORS supports three payment types:

- Credit Card
- ACH Transfer
- Direct Payment

Shopping Cart



Payment Method

Payment Method

[Back](#) [Next](#)

1

- ACH may be selected as the payment method on orders up to \$10,000. Please select an alternate payment method for orders over \$10,000.
- ACH transactions may take up to two weeks for clearance. Data will be provided once your payment has been confirmed. Please ensure your bank supports ACH transactions before selecting the ACH payment method.
- Only credit cards issued by US Banks are accepted.
- Direct payment can be made to National Opinion Research Center (NORC) by wire transfer or purchase order. Purchase orders will require additional communication via email (HCUP@ahrq.gov).
- For international orders, please select direct payment.

18. Review the order, affirm, and click the **Order Now** button.



Review Order

I affirm that all of the information provided in this application is true, and that I will comply with all agreements as required by AHRQ.

Shipping Address

Gaithersburg, MD 20787
USA

Billing Address

Gaithersburg, MD 20787
USA

Payment method: Direct Payment

Database	Subtotal
Nationwide Emergency Department Sample 2022 -Pricing: All Others	\$1,000.00
Nationwide Readmission Database 2022 -Pricing: All Others	\$1,000.00
Nationwide Emergency Department Sample 2022 -FREE Supplemental File: Cost-to-Charge Ratio Files	\$0.00
Nationwide Readmission Database 2022 -FREE Supplemental File: Cost-to-Charge Ratio Files	\$0.00

Total price: \$2,000.00

[Back](#)

[Order Now](#)

13. An automatic email will be triggered with the subject: "Your AHRQ HCUP application #XXXXX: Application Received - Pending Approval".

14. Once AHRQ acknowledges payment, the order will be available to download.

[Steps to download purchased Nationwide database](#)

1. Log in to the **CDORS** account and click on the **My Account** tab.
2. Navigate to the **Order** tab and click on **View Downloads** link in Nationwide Data Downloads column.

My Account > My Orders

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Orders

- View your order details, including the invoice, Data Use Agreement (DUA), Responsibilities of the Data Purchaser, Indemnification Clause, and, if applicable, your Statement of Intended Use for any State-level databases.
- If the Status shows "Waiting for Your Action" or "Waiting for Your Payment", view the order for instructions on actions you need to take.
- Download your purchased Nationwide databases using the "View Downloads" links below.
Important! File download links expire after 7 days or 3 attempts.
- Passwords and instructions are sent via email from **Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov**

*Shipped means **Shipped** and/or **Ready to download**: Any Nationwide Databases and related Supplemental files for this order have been activated for digital download and any State Databases and related Supplemental files for this order have been **shipped on DVD**.

Order #	Order Date	Payment Method	Order Total	*Status	Order Details, Agreements and Documents	State-level Statement of Intended Use	Nationwide Data Downloads
2026S030744	3/10/2026	No Payment Due	\$0.00	Shipped	View Order	View Intended Use	N/A
2026N030733	2/25/2026	No Payment Due	\$0.00	AHRQ Approved-Fulfilled	View Order		View Downloads

Download: 

My Account > Orders > Order Downloads

[↑ Return to Orders](#)

Order #2025N029622

- Download links expire after 3 attempts or 7 days.
- You should receive an email from Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov containing passwords for all databases in your order.

The table below shows all databases that are available for download from your order. Use the "Download" link to save each database to your system.

Databases are delivered in compressed "zip" format for download. Your download location must have sufficient space to accommodate the file size(s) shown. The quality of your internet connection determine download time, ranging from minutes to hours. For tips to facilitate your download, see the [HCUP Central Distributor FAQs](#).

The zip files are encrypted, requiring a password to unzip and decrypt. Passwords are sent via email from Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov for all databases in your order. You must refer the password email and your [order](#) to determine the order in which passwords are applied to database products. Visit the [HCUP Central Distributor FAQs](#) for more information about the unzip process.

All users should refer to the [database documentation for guidance on the use of databases](#), including important considerations for data analysis. Full documentation is provided online, and include an overview of each HCUP database, description of data elements, known data issues, and requirements for publishing with HCUP data.

If you experience any difficulty with the download process, contact the HCUP Central Distributor Online Reporting System immediately via email at: HCUP-RequestData@ahrq.hhs.gov.

Type	Name	Size	Download	Expiration	Completed
Nationwide Inpatient Sample	NIS 2022	743 MB	Download	06/04/2025	
Nationwide Inpatient Sample - CCR	NIS CCR 2022	26 KB	Download Expired		

3. Navigate to the **Order Downloads** page.
4. Click the **Download** link in the Download column.

5.1.2 Purchase State databases

1. Log into CDORS.
2. Click the **Database Catalog** from the top menu to view the catalog.
3. Select **State** in the **Product Category**.
4. Select the **Start Year** and **End Year** for the desired database(s).
5. Select any of the options below in the **HCUP Databases** drop down menu.
 - a. All State Databases
 - b. State Inpatient Databases (SID)
 - c. State Ambulatory Surgery and Services Databases (SASD)
 - d. State Emergency Department Databases (SEDD)
6. Select the **State** in the **State** category.
7. Select the **Pricing** category from the available choices.
8. Select the State databases from the **Database Search Results** list.
9. Click the **Add To Cart** button.

Product Category: State
 Start Year: All Years
 End Year: All Years
 Years available: 1990-2024

HCUP Databases: All State databases
 State: All States
 Pricing: All

Database Search Results

Notes:

- NA - Not Available
- Student-priced databases are available for student-led projects only. To allow selection of student-pricing, students must answer "Yes" to the question: "Are you a Student?" on the User Information page. Proof of student status is required to complete your order.
- § - California SID, SASD, and SEDD beginning with data year 2018 are available for single use only to academic researchers employed by a college or University located in the United States whose project has undergone Institutional Review Board (IRB) review and approval. See specific eligibility requirements and restrictions in the Additional Requirements from the State of California [PDF file](#), 112 KB; [HTML](#).
- ^ - Colorado SID, SASD, and SEDD data may only be released by the HCUP Central Distributor to not-for-profit researchers. For-profit affiliated users may contact the [Colorado Hospital Association](#) directly to request Colorado inpatient or outpatient data.
- † - Georgia data is not available to for-profit entities nor to students.
- §§ - The HCUP Partners from these States limit access to hospital identifiers in the HCUP State databases to purchasers whose primary affiliation is a college/university/government: Iowa, Minnesota, Nebraska, and North Dakota.
- (R) - Revisit variables are included on the data file beginning in data year 2009. The 2003-2008 Supplemental Revisit Files are available as a separate file and included in the purchase of the relevant state database. Refer to the User Guide section of the [HCUP Supplemental Variables for Revisit Analyses](#) for State-specific variation in the reporting of these variables.

State	Database	Pricing	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015*
Alaska	SASD	All Others		<input checked="" type="checkbox"/> AK[SASD]2023 \$1,300.00 (R)	<input type="checkbox"/> AK[SASD]2022 \$1,300.00 (R)	<input type="checkbox"/> AK[SASD]2021 \$1,300.00 (R)	<input type="checkbox"/> AK[SASD]2020 \$1,300.00 (R)	<input type="checkbox"/> AK[SASD]2019 \$1,300.00 (R)				
Alaska	SEDD	All Others		<input checked="" type="checkbox"/> AK[SEDD]2023 \$1,800.00 (R)	<input type="checkbox"/> AK[SEDD]2022 \$1,800.00 (R)	<input type="checkbox"/> AK[SEDD]2021 \$1,800.00 (R)	<input type="checkbox"/> AK[SEDD]2020 \$1,800.00 (R)	<input type="checkbox"/> AK[SEDD]2019 \$1,800.00 (R)				
Alaska	SID	All Others		<input checked="" type="checkbox"/> AK[SID]2023 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2022 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2021 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2020 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2019 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2018 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2017 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2016 \$1,800.00 (R)	<input type="checkbox"/> AK[SID]2015 \$1,800.00 (R)
Alaska	SASD	Student		<input type="checkbox"/> AK[SASD]2023 \$250.00 (R)	<input type="checkbox"/> AK[SASD]2022 \$250.00 (R)	<input type="checkbox"/> AK[SASD]2021 \$250.00 (R)	<input type="checkbox"/> AK[SASD]2020 \$250.00 (R)	<input type="checkbox"/> AK[SASD]2019 \$250.00 (R)				
Alaska	SEDD	Student		<input type="checkbox"/> AK[SEDD]2023	<input type="checkbox"/> AK[SEDD]2022	<input type="checkbox"/> AK[SEDD]2021	<input type="checkbox"/> AK[SEDD]2020	<input type="checkbox"/> AK[SEDD]2019				

Add To Cart View Cart

10. Additional state databases can be added to the order by selecting them from the list and clicking on the **Update Cart** button to update the shopping cart.

Product Category: State
 Start Year: All Years
 End Year: All Years
 Years available: 1990-2024

HCUP Databases: All State databases
 State: All States
 Pricing: All Applicants

Database Search Results

Notes:

- NA - Not Available
- Student-priced databases are available for student-led projects only. To allow selection of student-pricing, students must answer "Yes" to the question: "Are you a Student?" on the User Information page. Proof of student status is required to complete your order.
- § - California SID, SASD, and SEDD beginning with data year 2018 are available for single use only to academic researchers employed by a college or University located in the United States whose project has undergone Institutional Review Board (IRB) review and approval. See specific eligibility requirements and restrictions in the Additional Requirements from the State of California [PDF file](#), 112 KB; [HTML](#).
- ^ - Colorado SID, SASD, and SEDD data may only be released by the HCUP Central Distributor to not-for-profit researchers. For-profit affiliated users may contact the [Colorado Hospital Association](#) directly to request Colorado inpatient or outpatient data.
- † - Georgia data is not available to for-profit entities nor to students.
- §§ - The HCUP Partners from these States limit access to hospital identifiers in the HCUP State databases to purchasers whose primary affiliation is a college/university/government: Iowa, Minnesota, Nebraska, and North Dakota.
- (R) - Revisit variables are included on the data file beginning in data year 2009. The 2003-2008 Supplemental Revisit Files are available as a separate file and included in the purchase of the relevant state database. Refer to the User Guide section of the [HCUP Supplemental Variables for Revisit Analyses](#) for State-specific variation in the reporting of these variables.

State	Database	Pricing	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015*
Arkansas	SEDD	All Applicants		<input type="checkbox"/> AR[SEDD]2023 \$700.00 (R)	<input type="checkbox"/> AR[SEDD]2022 \$700.00 (R)	<input type="checkbox"/> AR[SEDD]2021 \$700.00 (R)	<input type="checkbox"/> AR[SEDD]2020 \$700.00 (R)	<input type="checkbox"/> AR[SEDD]2019 \$700.00 (R)	<input type="checkbox"/> AR[SEDD]2018 \$650.00 (R)	<input type="checkbox"/> AR[SEDD]2017 \$600.00 (R)	<input type="checkbox"/> AR[SEDD]2016 \$600.00 (R)	<input type="checkbox"/> AR[SEDD]2015 \$550.00 (R)
Arkansas	SID	All Applicants		<input type="checkbox"/> AR[SID]2023 \$700.00 (R)	<input type="checkbox"/> AR[SID]2022 \$700.00 (R)	<input type="checkbox"/> AR[SID]2021 \$700.00 (R)	<input type="checkbox"/> AR[SID]2020 \$700.00 (R)	<input type="checkbox"/> AR[SID]2019 \$700.00 (R)	<input type="checkbox"/> AR[SID]2018 \$650.00 (R)	<input type="checkbox"/> AR[SID]2017 \$600.00 (R)	<input type="checkbox"/> AR[SID]2016 \$600.00 (R)	<input type="checkbox"/> AR[SID]2015 \$550.00 (R)
Delaware	SID	All Applicants		<input type="checkbox"/> DE[SID]2023 \$250.00 (R)	<input type="checkbox"/> DE[SID]2022 \$250.00 (R)	<input type="checkbox"/> DE[SID]2021 \$250.00 (R)	<input type="checkbox"/> DE[SID]2020 \$250.00 (R)	<input type="checkbox"/> DE[SID]2019 \$250.00 (R)	<input type="checkbox"/> DE[SID]2018 \$250.00 (R)	<input type="checkbox"/> DE[SID]2017 \$250.00 (R)	<input type="checkbox"/> DE[SID]2016 \$250.00 (R)	
Florida	SASD	All Applicants		<input type="checkbox"/> FL[SASD]2023 \$200.00 (R)	<input type="checkbox"/> FL[SASD]2022 \$200.00 (R)	<input type="checkbox"/> FL[SASD]2021 \$200.00 (R)	<input type="checkbox"/> FL[SASD]2020 \$200.00 (R)	<input type="checkbox"/> FL[SASD]2019 \$200.00 (R)	<input type="checkbox"/> FL[SASD]2018 \$200.00 (R)	<input type="checkbox"/> FL[SASD]2017 \$150.00 (R)	<input type="checkbox"/> FL[SASD]2016 \$150.00 (R)	<input type="checkbox"/> FL[SASD]2015 \$150.00 (R)
Florida	SEDD	All Applicants		<input type="checkbox"/> FL[SEDD]2023	<input type="checkbox"/> FL[SEDD]2022	<input type="checkbox"/> FL[SEDD]2021	<input type="checkbox"/> FL[SEDD]2020	<input type="checkbox"/> FL[SEDD]2019	<input type="checkbox"/> FL[SEDD]2018	<input type="checkbox"/> FL[SEDD]2017	<input type="checkbox"/> FL[SEDD]2016	<input type="checkbox"/> FL[SEDD]2015

Update Cart Empty Cart View Cart

11. Click the **View Cart** button to navigate to the **Shopping Cart** page.

12. Verify the items in the cart and click on the **Check Out** button.

Shopping Cart

1 Shopping Cart 2 Applicant Information 3 Data Use Agreements 4 Statement of Intended Use 5 Shipping and Billing Address 6 Payment Method 7 Review Order

OMB Control No. 0985-0206 expires 05/31/2025

Collection of this information is required as a condition of access to Healthcare Cost and Utilization Project data products. The information collection supports requirements of the Public Health Service Act (42 U.S.C. 290c-3(c)), and is used for 1) completion of order transactions, and 2) for enforcement of the HCUP Data Use Agreement. As required by the Privacy Act of 1974, any identifying information obtained will be kept private to the extent provided by law. Public reporting burden for this collection of information is estimated to average 30 minutes per response, the estimated time required to complete the application. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-0206) AHRQ, 5600 Fishers Lane, # 07W41A, Rockville, MD 20857.

Items will be saved in your cart for 30 days. Print Quote

Remove	Database	Subtotal
<input type="checkbox"/>	Alaska State Ambulatory Surgery and Services Databases 2022 - Pricing: All Others	\$1,300.00
<input type="checkbox"/>	Alaska State Ambulatory Surgery and Services Databases 2023 - Pricing: All Others	\$1,300.00
Total price:		\$2,600.00

13. In the Application Information section, select appropriate mandatory responses to the questions under the **Information Specific to This Order** section below,

- Are you purchasing this for a student-led project?
- Will the data being requested be used in an AHRQ grant funded project?

Shopping Cart

1 Shopping Cart 2 Applicant Information 3 Data Use Agreements 4 Statement of Intended Use 5 Shipping and Billing Address 6 Payment Method 7 Review Order

Applicant Information

Note
The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.

- The registered account holder name cannot be modified after account creation.
- If your email address has changed, go to [My Account](#) to update it, then return to the Shopping Cart to complete the check-out process.
- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship to, someone else. Databases must be received by the account holder responsible for the data.

User Account Information
Edits to these fields will update your account User Information. Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.
* Required Information

Name: Email:

Phone Number: Fax Number:

Organization Affiliation

Organization Name: Ownership of Organization:

Organization Type:

Information Specific to This Order

Are you purchasing this for a student-led project?

Name of College/University:

College/University name is required if you are a student. If you requested student pricing for any database(s), you will be required to provide documentation of student status.

Will the data being requested be used in an AHRQ grant funded project?

AHRQ Grant Number:

AHRQ Grant Title: Principal Investigator Name:

All AHRQ grant information fields are required if AHRQ grant funding is involved.

14. In the Data User Agreement, data user must complete the **Acknowledgment of HCUP Data Use Agreements and Indemnification Clause**. Review and acknowledge by

selecting the checkboxes for the Data Use Agreement for State Databases, Responsibilities of the Data Purchaser and Indemnification Clause and then click the **Next** button.



Acknowledgment of HCUP Data Use Agreements and Indemnification Clause

Review and acknowledge the Data Use Agreement, Responsibilities of the Data Purchaser, and Indemnification Clause in order to continue.

Data Use Agreement for State Databases

Review full text before acknowledging.

This Data Use Agreement ("Agreement") governs the disclosure and use of data in the HCUP State Databases from the Healthcare Cost and Utilization Project (HCUP) which are maintained by the Agency for Healthcare Research and Quality (AHRQ). The HCUP State databases include the State Inpatient Databases (SID), State Ambulatory Surgery and Services Databases (SASD), and State Emergency Department Databases (SEDD). Any person ("the data recipient") seeking permission from AHRQ to access HCUP State Databases must read and accept this Agreement electronically, and complete the online Data Use Agreement Training Course at www.hcup-us.ahrq.gov, as a precondition to the granting of such permission.

Section 944(c) of the Public Health Service Act (42 U.S.C. 200c-3(c)) ("the AHRQ Confidentiality Statute"), requires that data collected by AHRQ that identify individuals or establishments be used only for the purpose for which they were supplied. Pursuant to this Agreement, data released to AHRQ for the HCUP Databases are subject to the data standards and protections established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (PL 104-191) and implementing regulations ("the Privacy Rule"). Accordingly, HCUP Databases may only be released in "limited data set" form, as that term is defined by the Privacy Rule, 45 C.F.R. § 164.514(e). AHRQ classifies HCUP data as protected health information under the HIPAA Privacy Rule, 45 C.F.R. § 160.103. By executing this Agreement, the data recipient understands and affirms that HCUP data may only be used for the prescribed purposes, and consistent with the following standards:

No Identification of Persons—The AHRQ Confidentiality Statute prohibits the use of HCUP data to identify any person (including but not limited to patients, physicians, and other health care providers). The use of HCUP Databases to identify any person constitutes a violation of this Agreement and may constitute a violation of the AHRQ Confidentiality Statute and the HIPAA Privacy Rule. This Agreement prohibits data recipients from releasing, disclosing, publishing, or presenting any individually identifying information obtained under its terms. AHRQ omits from the data set all direct identifiers that are required to be excluded from limited data sets as consistent with the HIPAA Privacy Rule. AHRQ and the data recipient(s) acknowledge that it may be possible for a data recipient, through deliberate technical analysis of the data sets and with outside information, to attempt to ascertain the identity of particular persons. Risk of individual identification of persons is increased when observations (i.e., individual discharge records) in any given cell of tabulated data is small. This Agreement expressly prohibits any attempt to identify individuals, including by the use of vulnerability analysis or penetration testing. In addition, methods that could be used to identify individuals directly or indirectly shall not be disclosed, released, or published. Data recipients shall not attempt to

Download State DUA [PDF \(203 KB\)](#) [HTML](#)

By checking this box or accessing or using any part of the HCUP State databases, I acknowledge that I have read, understand, and will comply with the terms of the Data Use Agreement for the State Databases from the Healthcare Cost and Utilization Project (HCUP), Agency for Healthcare Research and Quality.

Responsibilities of the Data Purchaser

Review full text before acknowledging.

All users of HCUP data must agree to the terms of the HCUP Data Use Agreement. Being the data purchaser carries additional responsibilities to which you must agree.

In order to facilitate your data request, please confirm your understanding of the following:

- Data Custodian:** Unless otherwise designated and agreed upon by AHRQ, the data purchaser is considered the "data custodian" of HCUP data. The data custodian is responsible for ensuring that the HCUP data are kept secured, that only authorized users have access to the data, and that HCUP data are used in a way that is consistent with the Data Use Agreement.
- Data Access by Others:** The data custodian is responsible for obtaining proof of Data Use Agreement (DUA) training and signed HCUP DUAs from anyone who has access to the data or output that contains small cell sizes, individual records, or identifies hospitals. Training completion certificates and DUAs must be sent to the HCUP Central Distributor before access is granted to these individuals.

Download Responsibilities of the Data Purchaser [PDF \(107 KB\)](#) [HTML](#)

By checking this box, I acknowledge that I have read, understand, and will comply with the terms of the Responsibilities of the Data Purchaser.

15. Submit the **Statement of Intended Use of State Databases and Description of Project Activities.**



Statement of Intended Use of State Databases and Description of Project Activities

A Statement of Intended Use is required if you requested SID, SASD, and/or SEDD files from the HCUP Central Distributor. This Statement is reviewed by AHRQ on behalf of the HCUP Partners. It should include enough information for reviewers to understand how the HCUP data will be used and reported, including compliance with the [HCUP Data Use Agreement \(DUA\) for State Databases](#) to which you just agreed.

The DUA provides complete descriptions of the acceptable uses of the HCUP SID, SASD, and SEDD. In general, files from these databases are available for the purposes of research and aggregate statistical reporting. Attempts to identify individuals are strictly prohibited. Information that could identify establishments directly or by inference may not be released in disseminated or shared materials.

Please refer to the [Guide for Preparing the Statement of Intended Use for State Databases \(PDF file, 45 KB; HTML\)](#) for additional information.

If you are purchasing additional data for a previously approved project, you must provide the complete project description here. Failure to do so will delay the review of this new application. If you have the order number(s) for the related purchases available, please also include them.

Note
The AHRQ reviewers will put your application on hold and request additional clarification if you do not provide all of the information requested.

Project title or summary of research topic (300 characters maximum)

Project Description, including the goals and objectives, specific research questions, level of analysis (e.g., patient, hospital, county, state), and how your final product will adhere to the restrictions of the HCUP Data Use Agreement: (4000 characters maximum)

Expected end-products (e.g., peer-reviewed manuscripts, reports, tables) based on this use of the requested HCUP databases and the intended audiences of these products: (300 characters maximum)

Data Use Agreement adherence, including how you will protect individuals and establishments from identification and protect the data from being misused: (4000 characters maximum)

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[Next](#)

16. Confirm the shipping and billing address. If this order needs to be shipped to a different address, then select the checkbox which states “**The billing information for this order is different from the shipping information**”. Enter the shipping address and click the **Next** button.

Shopping Cart



Shipping and Billing Address

- i** NOTE: The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.
- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship databases to, someone else. Databases must be received by the account holder responsible for the data.
 - Database purchases may be billed to another entity by creating a separate billing address.
 - If you plan to pay by credit card, the billing name, address, and ZIP code must match the credit card. **Only credit cards issued by US banks are accepted.**
 - All contact information of Shipping Address must be that of the account holder.
 - Please ensure the correct shipping address, including the office or suite number, is provided for secure and on time delivery.

* Required Information

Shipping Address

Shipping Address: <input type="text" value="John Doe, 1 Test St, Test"/>	Country:* <input type="text" value="USA"/>
Name:* <input type="text" value="John Doe"/>	Organization/Company: <input type="text" value="Test Org"/>
Address Line 1:*(Character limit: 60) <input type="text" value="1 Test St"/>	Address Line 2: <input type="text"/>
City:* <input type="text" value="Test"/>	State/Province/Region:* <input type="text" value="Indiana"/>
ZIP/Postal Code:* <input type="text" value="00000"/>	Shipping Phone Number* <input type="text" value="0000000000"/>

The billing information for this order is different from the shipping information.

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[Next](#)

17. Select the payment method and click the **Next** button. CDORS supports three payment types:

- Credit Card
- ACH Transfer
- Direct Payment

Shopping Cart



Payment Method

Payment Method

[Back](#)

[Next](#)

- i**
- Payment instructions will be provided upon completion.
 - Direct payment can be made to National Opinion Research Center.
 - Purchase orders will require additional communication.

18. Review the order, affirm, and click the **Order Now** button.

Shopping Cart



Review Order

I affirm that all of the information provided in this application is true, and that I will comply with all agreements as required by AHRQ.

Shipping Address

John Doe
1 Test St
Test, IN 00000
USA

Billing Address

John Doe
1 Test St
Test, IN 00000
USA

Payment method: ACH transfer

Statement of Intended Use	
Project title or summary of research topic	test
Project description	test
Expected end products and intended audiences	test
Data Use Agreement adherence	test

Database	Subtotal
Alaska State Ambulatory Surgery and Services Databases 2022-Pricing: All Others*	\$1,300.00

Total price: \$1,300.00

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[Order Now](#)

19. An automatic email will be triggered with the subject: "Your AHRQ HCUP application #XXXXX: Application Received - Pending Approval".
20. After AHRQ reviews the SIU, clarification may be requested. Once the SIU has been approved by AHRQ, proceed with the selected payment method.
21. Once AHRQ acknowledges payment, the ordered databases will be encrypted & burned to DVD and then shipped to the shipping address listed on the order.

5.1.3 Order Supplemental Files

1. Log into CDORS.
2. Click on the **Database Catalog**.
3. Select **Supplemental Files** in the **Product Category**.
4. Select the desired **Start Year** and **End Year** for the database(s) of interest.
5. Select any of the options below in the **HCUP Databases**
 - a. All Supplemental Files
 - b. Applicable to Nationwide databases
 - c. Applicable to State databases

6. Select the **Pricing** category from the choices.

7. Select the desired database from the **Database Search Results** list.

Product Category: Supplemental Files | Start Year: All Years | End Year: All Years
Years available: 1993-2022

HCUP Databases: All Supplemental Files | Pricing: All

Database Search Results

Note:

• Iowa, Minnesota, and Nebraska restrict the distribution of AHA Linkage (AHAL) and cost to charge ratio (CCR) files to those whose primary organizational affiliation is college/university/government and the intended use does not involve product development, market research, or commercial applications. For these states, the CCR file is included in the AHAL file. You must also be purchasing, or have purchased in the past, the corresponding state database. AHAL for other states are available for download on [HCUP-US](https://www.hcup-us.ahrq.gov/).

Category	Database	Pricing	2022	2021	2020	2019	2018	2017	2016	2015*	2014	2013	2012	2011
Supplemental Files	HMS (Nationwide)	All Applicants												
Supplemental Files	HMS (SID)	All Applicants												
Supplemental Files	KID-CCR	All Applicants	<input type="checkbox"/> KID-CCR 2022 \$0.00			<input type="checkbox"/> KID-CCR 2019 \$0.00			<input type="checkbox"/> KID-CCR 2016 \$0.00				<input type="checkbox"/> KID-CCR 2012 \$0.00	
Supplemental Files	NEDS-CCR	All Applicants	<input type="checkbox"/> NEDS-CCR 2022 \$0.00	<input type="checkbox"/> NEDS-CCR 2021 \$0.00	<input type="checkbox"/> NEDS-CCR 2020 \$0.00	<input type="checkbox"/> NEDS-CCR 2019 \$0.00	<input type="checkbox"/> NEDS-CCR 2018 \$0.00	<input type="checkbox"/> NEDS-CCR 2017 \$0.00	<input type="checkbox"/> NEDS-CCR 2016 \$0.00	<input type="checkbox"/> NEDS-CCR 2015 \$0.00	<input type="checkbox"/> NEDS-CCR 2014 \$0.00	<input type="checkbox"/> NEDS-CCR 2013 \$0.00	<input type="checkbox"/> NEDS-CCR 2012 \$0.00	

[Add To Cart](#) [View Cart](#)

8. Click on the **Add To Cart** button.

9. Users can also add additional file(s) by selecting them from the list and clicking on the **Update Cart** button to update the cart.

Product Category: Supplemental Files | Start Year: All Years | End Year: All Years
Years available: 1993-2022

HCUP Databases: All Supplemental Files | Pricing: All

Database Search Results

Note:

• Iowa, Minnesota, and Nebraska restrict the distribution of AHA Linkage (AHAL) and cost to charge ratio (CCR) files to those whose primary organizational affiliation is college/university/government and the intended use does not involve product development, market research, or commercial applications. For these states, the CCR file is included in the AHAL file. You must also be purchasing, or have purchased in the past, the corresponding state database. AHAL for other states are available for download on [HCUP-US](https://www.hcup-us.ahrq.gov/).

Category	Database	Pricing	2022	2021	2020	2019	2018	2017	2016	2015*	2014	2013	2012	2011
Supplemental Files	HMS (Nationwide)	All Applicants												
Supplemental Files	HMS (SID)	All Applicants												
Supplemental Files	KID-CCR	All Applicants	<input checked="" type="checkbox"/> KID-CCR 2022 \$0.00			<input type="checkbox"/> KID-CCR 2019 \$0.00			<input type="checkbox"/> KID-CCR 2016 \$0.00				<input type="checkbox"/> KID-CCR 2012 \$0.00	
Supplemental Files	NEDS-CCR	All Applicants	<input checked="" type="checkbox"/> NEDS-CCR 2022 \$0.00	<input type="checkbox"/> NEDS-CCR 2021 \$0.00	<input type="checkbox"/> NEDS-CCR 2020 \$0.00	<input type="checkbox"/> NEDS-CCR 2019 \$0.00	<input type="checkbox"/> NEDS-CCR 2018 \$0.00	<input type="checkbox"/> NEDS-CCR 2017 \$0.00	<input type="checkbox"/> NEDS-CCR 2016 \$0.00	<input type="checkbox"/> NEDS-CCR 2015 \$0.00	<input type="checkbox"/> NEDS-CCR 2014 \$0.00	<input type="checkbox"/> NEDS-CCR 2013 \$0.00	<input type="checkbox"/> NEDS-CCR 2012 \$0.00	

[Update Cart](#) [Empty Cart](#) [View Cart](#)

10. Click the **View Cart** button to navigate to the **Shopping Cart** page.

Shopping Cart



OMB Control No. 0935-0206 expires 05/31/2025

Collection of this information is required as a condition of access to Healthcare Cost and Utilization Project data products. The information collection supports requirements of the Public Health Service Act (42 U.S.C. 299c-3(c)), and is used for 1) completion of order transactions, and 2) for enforcement of the HCUP Data Use Agreement. As required by the Privacy Act of 1974, any identifying information obtained will be kept private to the extent provided by law. Public reporting burden for this collection of information is estimated to average 30 minutes per response, the estimated time required to complete the application. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-0206) AHRQ, 5600 Fishers Lane, # 07W41A, Rockville, MD 20857.

Items will be saved in your cart for 30 days. Print Quote

Remove	Database	Subtotal
<input type="checkbox"/>	Nationwide Emergency Department Sample 2021 - FREE Supplemental File: Cost-to-Charge Ratio Files	\$0.00
<input type="checkbox"/>	Nationwide Emergency Department Sample 2022 - FREE Supplemental File: Cost-to-Charge Ratio Files	\$0.00

Total price: **\$0.00**

11. Verify the added items in the cart and click on the **Check Out** button.

12. Verify the **Application Information** and select appropriate mandatory options under the "Information Specific to This Order" section below and click on the "Next" button.

- a. Are you purchasing this for a student-led project?
- b. Will the data being requested be used in an AHRQ grant-funded project?

Shopping Cart

Applicant Information

Note

The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.

- The registered account holder name cannot be modified after account creation.
- If your email address has changed, go to [My Account](#) to update it, then return to the Shopping Cart to complete the check-out process.
- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship to, someone else. Databases must be received by the account holder responsible for the data.

User Account Information

Edits to these fields will update your account User Information. Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

* Required Information

Name: <input type="text"/>	Email: <input type="text"/>
Phone Number*: <input type="text"/>	Fax Number: <input type="text"/>

Organization Affiliation

Organization Name: <input type="text"/>	Ownership of Organization: <input type="text"/>
Organization Type: <input type="text"/>	

Information Specific to This Order

<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> Are you purchasing this for a student-led project?* </div> <input type="text"/>	Name of College/University: <input type="text"/>
College/University name is required if you are a student. If you requested student pricing for any database(s), you will be required to provide documentation of student status.	
<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> Will the data being requested be used in an AHRQ grant funded project?* </div> <input type="text"/>	AHRQ Grant Number: <input type="text"/>
AHRQ Grant Title: <input type="text"/>	Principal Investigator Name: <input type="text"/>

All AHRQ grant information fields are required if AHRQ grant funding is involved.

13. In the Data User Agreement, the data user must acknowledge the **Acknowledgment of HCUP Data Use Agreements and Indemnification Clause**.



Acknowledgment of HCUP Data Use Agreements and Indemnification Clause

Review and acknowledge the Data Use Agreement, Responsibilities of the Data Purchaser, and Indemnification Clause in order to continue.

Data Use Agreement for Nationwide Databases

Review full text before acknowledging.

This Data Use Agreement ("Agreement") governs the disclosure and use of data in the HCUP Nationwide Databases from the Healthcare Cost and Utilization Project (HCUP) which are maintained by the Agency for Healthcare Research and Quality (AHRQ). The HCUP Nationwide databases include the National (Nationwide) Inpatient Sample (NIS), Kids' Inpatient Database (KID), Nationwide Ambulatory Surgery Sample (NAASS), Nationwide Emergency Department Sample (NEDS), and Nationwide Readmissions Database (NRD). Any person ("the data recipient") seeking permission from AHRQ to access HCUP Nationwide Databases must read and accept this Agreement electronically, and complete the online Data Use Agreement Training Course at www.hcup-us.ahrq.gov, as a precondition to the granting of such permission.

Section 944(c) of the Public Health Service Act (42 U.S.C. 290c-3(c)) ("the AHRQ Confidentiality Statute"), requires that data collected by AHRQ that identify individuals or establishments be used only for the purpose for which they were supplied. Pursuant to this Agreement, data released to AHRQ for the HCUP Databases are subject to the data standards and protections established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P.L. 104-191) and implementing regulations ("the Privacy Rule"). Accordingly, HCUP Databases may only be released in "limited data set" form, as that term is defined by the Privacy Rule, 45 C.F.R. § 164.514(e). AHRQ classifies HCUP data as protected health information under the HIPAA Privacy Rule, 45 C.F.R. § 160.103. By executing this Agreement, the data recipient understands and affirms that HCUP data may only be used for the prescribed purposes, and consistent with the following standards:

No Identification of Persons—The AHRQ Confidentiality Statute prohibits the use of HCUP data to identify any person (including but not limited to patients, physicians, and other health care providers). The use of HCUP Databases to identify any person constitutes a violation of this Agreement and may constitute a violation of the AHRQ Confidentiality Statute and the HIPAA Privacy Rule. This Agreement prohibits data recipients from releasing, disclosing, publishing, or presenting any individually identifying information obtained under its terms. AHRQ omits from the data set all direct identifiers that are required to be excluded from limited data sets as consistent with the HIPAA Privacy Rule. AHRQ and the data recipient(s) acknowledge that it may be possible for a data recipient, through deliberate technical analysis of the data sets and with outside information, to attempt to ascertain the identity of particular persons. Risk of individual identification of persons is increased when observations (i.e., individual discharge records) in any given cell of tabulated data is ≤10. This Agreement expressly prohibits any attempt to identify individuals, including by the use of vulnerability analysis or penetration testing. In addition, methods that could be used to identify individuals directly or indirectly shall not be disclosed, released, or published. Data recipients shall not attempt to

Download Nationwide DUA [PDF \(300 KB\)](#) [HTML](#)

By checking this box or accessing or using any part of the HCUP Nationwide databases, I acknowledge that I have read, understand, and will comply with the terms of the Data Use Agreement for the Nationwide Databases from the Healthcare Cost and Utilization Project (HCUP), Agency for Healthcare Research and Quality.

Responsibilities of the Data Purchaser

Review full text before acknowledging.

All users of HCUP data must agree to the terms of the HCUP Data Use Agreement. Being the data purchaser carries additional responsibilities to which you must agree.

In order to facilitate your data request, please confirm your understanding of the following:

- Data Custodian:** Unless otherwise designated and agreed upon by AHRQ, the data purchaser is considered the "data custodian" of HCUP data. The data custodian is responsible for ensuring that the HCUP data are kept secured, that only authorized users have access to the data, and that HCUP data are used in a way that is consistent with the Data Use Agreement.
- Data Access by Others:** The data custodian is responsible for obtaining proof of Data Use Agreement (DUA) training and signed HCUP DUAs from anyone who has access to the data or output that contains small cell sizes, individual records, or identifies hospitals. Training completion certificates and DUAs must be sent to the HCUP Central Distributor before access is granted to these individuals.

Download Responsibilities of the Data Purchaser [PDF \(307 KB\)](#) [HTML](#)

By checking this box, I acknowledge that I have read, understand, and will comply with the terms of the Responsibilities of the Data Purchaser.

- If the selected supplemental file is applicable to Nationwide databases, then no Statement of Intended Use is required to complete the request. Data users may continue to the next step.

If the selected supplemental file is applicable to State databases, then the data user needs to submit a "Statement of Intended Use of State Databases and Description of Project Activities" before completing the request.

- Verify the **Shipping and Billing Address**. If this order needs to be shipped to a different address than the billing address, then select the checkbox which states "**The billing information for this order is different from the shipping information**". Enter the shipping address and click the **Next** button.

Shopping Cart



Shipping and Billing Address

- 1** NOTE: The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.
- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship databases to, someone else. Databases must be received by the account holder responsible for the data.
 - Database purchases may be billed to another entity by creating a separate billing address.
 - If you plans to pay by credit card, the billing name, address, and ZIP code must match the credit card. **Only credit cards issued by US banks are accepted.**
 - All contact information of Shipping Address must be that of the account holder.
 - Please ensure the correct shipping address, including the office or suite number, is provided for secure and on time delivery.

* Required Information

Shipping Address

Shipping Address: John Doe, 1 Test St, Test

Country:* USA

Name:* John Doe

Organization/Company: Test Org

Address Line 1:*(Character limit: 60) 1 Test St

Address Line 2:

City:* Test

State/Province/Region:* Indiana

ZIP/Postal Code:* 00000

Shipping Phone Number* 0000000000

The billing information for this order is different from the shipping information.

Back

Next

15. As no payment is involved for the supplement files, click the **Next** button.

Shopping Cart



Payment Method

Payment Method

No Payment Due

Back

Next

16. Review the order, affirm, and click the **Order Now** button.

Shopping Cart



Review Order

I affirm that all of the information provided in this application is true, and that I will comply with all agreements as required by AHRQ.

Shipping Address

Billing Address

Payment method: No Payment Due

Database	Subtotal
State Inpatient Databases 2021-FREE Supplemental File: Cost-to-Charge Ratio Files	\$0.00
State Inpatient Databases 2022-FREE Supplemental File: Cost-to-Charge Ratio Files	\$0.00

Total price: \$0.00

Back

Order Now

17. Automatic email will be triggered with the subject line **“Your AHRQ HCUP order #XXXXX: Approved, Ready for Download”**.

Note: *These files are complimentary to users who are purchasing, or have purchased in the past, the corresponding databases.*

5.1.4 Order student-priced databases

1. The student applicant must select “Yes” for the question “Are you a student?” on the “My Account> User Information” page.

My Account > User Information

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Account Users include:

- Data Purchasers – persons who purchase the data and to whom the data is sent. By default, data purchasers are also data custodians unless the data are formally transferred to another individual.
- Data Custodians – persons responsible for the security, use, and any potential misuse of the data.
- Data Users – persons who use the purchased data with explicit permission from the Data Purchaser and/or Data Custodian.



Note

The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder. The registered account holder name cannot be modified after account creation.

User Information

* Required Information

Username:

JohnDoe

Name of Registered User:

John Doe

Primary Email:*

johndoe@test.com

Additional Email: [Set As Primary](#)

Phone Number:*

0000000000

Fax Number:

Are you a Student?*

Yes

Type of Account:

Data User, Data Purchaser, Data Custodian

2. Click the “Database Catalog” and follow the instructions to place either
 a. Nationwide Order or
 b. State Order

Note: *Requests for Nationwide and State databases and/or supplemental files must be completed separately. Proof of student status is required to complete orders containing student-priced data.*

3. The data user must select **Yes** for the question: “Are **you purchasing this for a student-led project?**” and enter the name of a college or university in the **Information Specific to This Order** section on the **Applicant Information** during the order placing process.

Shopping Cart



Applicant Information

Note

- The account holder takes full responsibility for complying with all terms of the Data Use Agreement. All contact information must be that of the account holder.
- The registered account holder name cannot be modified after account creation.
- If your email address has changed, go to [My Account](#) to update it, then return to the Shopping Cart to complete the check-out process.
- The account holder cannot order databases for, or ask the HCUP Central Distributor to ship to, someone else. Databases must be received by the account holder responsible for the data.

User Account Information

Edits to these fields will update your account User Information. Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

* Required Information

<p>Name:</p> <input type="text" value="John Doe"/>	<p>Email:</p> <input type="text" value="johndoe@test.com"/>
<p>Phone Number:*</p> <input type="text" value="0000000000"/>	<p>Fax Number:</p> <input type="text"/>

Organization Affiliation

<p>Organization Name:</p> <input type="text" value="Test"/>	<p>Ownership of Organization:</p> <input type="text" value="Not-for-profit/Government"/>
<p>Organization Type:</p> <input type="text" value="Consulting firm"/>	

Information Specific to This Order

<p>Are you purchasing this for a student-led project?*</p> <input type="text" value="Yes"/>	<p>Name of College/University:*</p> <input type="text" value="Test School"/>
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College/University name is required if you are a student. If you requested student pricing for any database(s), you will be required to provide documentation of student status.

4. For **State Orders**, submit responses to the following questions in the "Statement of Intended Use of State Databases and Description of Project Activities" page during the request:
 - a. Is this project for personal use in your own academic pursuits (i.e., capstone project, dissertation)?
 - b. Will anyone other than you have access to these databases? If so, who are they and what is their role in your project?
 - c. How do you intend to secure the data upon leaving your academic institution?

Shopping Cart



Statement of Intended Use of State Databases and Description of Project Activities

A Statement of Intended Use is required if you requested SID, SASD, and/or SEDO files from the HCUP Central Distributor. This Statement is reviewed by AHRQ on behalf of the HCUP Partners. It should include enough information for reviewers to understand how the HCUP data will be used and reported, including compliance with the [HCUP Data Use Agreement \(DUA\) for State Databases](#) to which you just agreed.

The DUA provides complete descriptions of the acceptable uses of the HCUP SID, SASD, and SEDO. In general, files from these databases are available for the purposes of research and aggregate statistical reporting. Attempts to identify individuals are strictly prohibited. Information that could identify establishments directly or by inference may not be released in disseminated or shared materials.

Please refer to the [Guide for Preparing the Statement of Intended Use for State Databases \(PDF file, 43 KB; HTML\)](#) for additional information.

If you are purchasing additional data for a previously approved project, you must provide the complete project description here. Failure to do so will delay the review of this new application. If you have the order number(s) for the related purchases available, please also include them.



Note
The AHRQ reviewers will put your application on hold and request additional clarification if you do not provide all of the information requested.

Project title or summary of research topic (300 characters maximum)

Project Description, including the goals and objectives, specific research questions, level of analysis (e.g., patient, hospital, county, state), and how your final product will adhere to the restrictions of the HCUP Data Use Agreement (4000 characters maximum)

Expected end-products (e.g., peer-reviewed manuscripts, reports, tables) based on this use of the requested HCUP databases and the intended audiences of these products (300 characters maximum)

Data Use Agreement adherence, including how you will protect individuals and establishments from identification and protect the data from being misused (4000 characters maximum)

You have requested one or more state databases at the "Student" price.

Student-priced data:

- May not be used by or transferred to another individual for any other project.
- May be retained by the student purchaser for personal use on other projects upon leaving their institution, but the data may not be left with any entity or institution.
- Projects using student-priced state databases must adhere to the state data re-use requirements.
- The student purchaser must be the lead on any data re-use project.

To confirm your eligibility for these reduced rates and demonstrate your understanding of the associated responsibilities, please address the following questions: (2000 characters maximum)

- Is this project for personal use in your own academic pursuits (i.e., capstone project, dissertation)?
- Will anyone other than you have access to these databases? If so, who are they and what is their role in your project?
- How do you intend to secure the data upon leaving your academic institution?

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Next

5.1.5 Upload proof of student status

Whenever a data user purchases a student's pricing database order, they must upload their Proof of Student Status for verification.

Steps to upload Proof of Student Status:

1. Navigate to the **My Account > Orders** page.
2. Select the order for which proof of student status needs to be uploaded by clicking on the **Waiting for Your Action** in the status column.

My Account > My Orders

Your information will be used only to evaluate your application, fulfill your order, and to follow up in the event of a Data Use Agreement (DUA) violation. If you request State databases, your full application will be shared with each applicable State data organization.

Orders

- View your order details, including the invoice, Data Use Agreement (DUA), Responsibilities of the Data Purchaser, Indemnification Clause, and, if applicable, your Statement of Intended Use for any State-level databases.
- If the Status shows "Waiting for Your Action" or "Waiting for Your Payment", view the order for instructions on actions you need to take.
- Download your purchased Nationwide databases using the "View Downloads" links below.
Important! File download links expire after 7 days or 3 attempts.
- Passwords and instructions are sent via email from **Do-Not-Reply-HCUPDistributor@ahrq.hhs.gov**

*Shipped means **Shipped** and/or **Ready to download**: Any Nationwide Databases and related Supplemental files for this order have been activated for digital download and any State Databases and related Supplemental files for this order have been **shipped on DVD**.

Order #	Order Date	Payment Method	Order Total	*Status ↓	Order Details, Agreements and Documents	State-level Statement of Intended Use	Nationwide Data Downloads
2026S030711	2/23/2026	Credit card	\$1,400.00	Waiting for Your Action	View Order	Edit Intended Use	N/A
2026S030744	3/10/2026	No Payment Due	\$0.00	Shipped	View Order	View Intended Use	N/A

3. Navigate to the **Order Details** page for that specific order.

My Account > Orders > Order Details

[↑ Return to Orders](#)

Application #2025N029789

Application Status: **Pending Approval**

Your action needed! Please upload proof of your student status using the upload button below.

Your documentation must include current enrollment dates, student name, and institution. Any sensitive personal information (e.g., student account number, SSN, birthdate, photo, etc.) must be masked prior to uploading. Examples of acceptable documentation include: letter from professor advisor, registrar's office, or program director; transcript; resident agreement.

NOTE: Your file must be PDF format not to exceed 10MB. Your file will be deleted once your student status is verified.

Drag files here or click to select (Max: 10MB)

Reminder: If you will be sharing HCUP data with other individuals, they must also complete the online [HCUP Data Use Agreement Training](#) and read and sign the appropriate DUA(s). You may initiate this process by clicking "Invite New Data Users" on the left-hand side of your My Account page.

4. Click on the label **Drag files here or click to select** and select the file from the computer to upload file and click on the **Upload** button.

- Max size of file is 10MB.
- File must be in PDF format.

My Account > Orders > Order Details

[↑ Return to Orders](#)

Application #2025N029789

Application Status: **Pending Approval**

Your action needed! Please upload proof of your student status using the upload button below.

Your documentation must include current enrollment dates, student name, and institution. Any sensitive personal information masked prior to uploading. Examples of acceptable documentation include: letter from professor advisor, registrar's office, o

NOTE: Your file must be PDF format not to exceed 10MB. Your file will be deleted once your student status is verified.

Student-ID.pdf

5. Applicants may choose a different file by uploading another file and clicking on the 'X' button near the uploaded file.

My Account > Orders > Order Details

[↑ Return to Orders](#)

Application #2025N029789

Application Status: **Pending Approval**

Your action needed! Please upload proof of your student status using the upload button below.

Your documentation must include current enrollment dates, student name, and institution. Any sensitive personal information (e.g., student acc masked prior to uploading. Examples of acceptable documentation include: letter from professor advisor, registrar's office, or program director

NOTE: Your file must be PDF format not to exceed 10MB. Your file will be deleted once your student status is verified.

StudentID2.pdf

Upload

Student-ID.pdf x

5.1.6 Update payment method

Database users can update their payment method for all state orders. To update the payment method, go to **My Account>My Orders**, select **View Order** which is pending approval status and click on **Update Payment Method** button to change the payment method type (Credit Card/ACH Transfer/Direct Payment).

My Account > My Orders > Order Details

[↑ Return to Orders](#)

Application #2025S030160

Application Status: **Pending Approval**

Application Number: 2025S030160	Application Date: 9/29/2025	Application Status: Pending Approval
Application Type: State	Student Pricing Requested? No	Student ID Received? N/A
Payment Method: Credit card	Payment Status: Not Paid	Invoice Amount: \$1,300.00

Database	Notes	Subtotal
Alaska State Ambulatory Surgery and Services Databases 2023 -Pricing: All Others*		\$1,300.00
Total Price:		\$1,300.00

Update Payment Method

Cancel Order

6. Central Distributor Resources

The **Central Distributor Resources** in the HCUP Central Distributor Online Reporting System (CDORS) provides users with the following resources.

- Central Distributor User Guide
- CDORS User Guide
- Blank Data Use Agreements for Your Reference
- Guide for preparing Statement of Intended Use for State Orders.

Home	My Account	Database Catalog	Central Distributor Resources	HCUP Central Distributor FAQs
------	------------	------------------	-------------------------------	-------------------------------

Central Distributor User Guide

The AHRQ HCUP [Central Distributor User Guide](#) is a resource for new and experienced HCUP users who want more information about purchasing, protecting, sharing, or re-using HCUP data. It provides an overview of databases available through the Central Distributor, and describes the four main types of data applications available through the AHRQ HCUP Central Distributor.

CDORS User Guide

The AHRQ HCUP [Central Distributor Online Reporting System \(CDORS\) User Guide](#) provides users with step-by-step instructions to navigate the CDORS website to complete Central Distributor tasks.

Blank Data Use Agreements for Your Reference:

- Data Use Agreement for the Nationwide Databases ([PDF file, 260 KB](#); [HTML](#))
- Data Use Agreement for the State Databases ([PDF file, 251 KB](#); [HTML](#))
- Responsibilities of the Data Purchaser ([PDF file, 107 KB](#); [HTML](#))
- Indemnification Clause ([PDF file, 71 KB](#); [HTML](#))

Acknowledged agreements of record may be viewed and printed under [My Account](#).

Statement of Intended Use

A statement of intended use is required for each new application for State-level data and each State data re-use request. Use this guide to prepare a meaningful, concise Statement of Intended Use to facilitate efficient review and approval of your data request.

- Guide for Preparing the Statement of Intended Use for State Databases ([PDF file, 45 KB](#); [HTML](#))

The Central Distributor User Guide provides information on how to purchase, protect, share, and reuse HCUP data. It also explains the databases available through the Central Distributor and describes the four main types of data applications.

The CDORS User Guide offers step-by-step instructions for using the Central Distributor Online Reporting System (CDORS) to complete tasks related to HCUP data requests and account management.

Blank Data Use Agreements (DUAs) are available for reference, including agreements for Nationwide Databases and State Databases, as well as documents outlining data purchaser responsibilities and the indemnification clause. Users can view and print their acknowledged agreements under My Account.

A Statement of Intended Use is required when submitting a new application for State-level data or when requesting reuse of State data. The guide for preparing the Statement of Intended Use helps users create a clear and concise description of how the requested data will be used to support the review and approval process.

7. HCUP Central Distributor FAQs

The **HCUP Central Distributor FAQs** in the HCUP Central Distributor Online Reporting System (CDORS) provides the frequently asked question information's to the users on the following categories.

- AHRQ HCUP Central Distributor
- AHRQ HCUP Central Distributor Account
- AHRQ HCUP Data Use Agreements
- HCUP Central Distributor Applications
- Payment for HCUP Central Distributor Databases
- Receiving HCUP Central Distributor Databases

Home	My Account	Database Catalog	Central Distributor Resources	HCUP Central Distributor FAQs
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Categories

- AHRQ HCUP Central Distributor (5)**
- AHRQ HCUP Central Distributor Account (5)
- AHRQ HCUP Data Use Agreements (5)
- HCUP Central Distributor Applications (21) ▲
- Data Custodians and Collaborators (3)
- Purchasing Data (9)
- Re-Using AHRQ HCUP Data (3)
- Custody Transfers (4)
- Data Destruction (2)
- Payment for HCUP Central Distributor Databases (5)
- Receiving HCUP Central Distributor Databases (9)

AHRQ HCUP Central Distributor

+	What is the purpose of the AHRQ HCUP Central Distributor?
+	What is the purpose of the AHRQ HCUP Central Distributor User Guide?
+	Where can I get additional help with applications submitted to the AHRQ HCUP Central Distributor?
+	How long does it take to review and accept HCUP Central Distributor applications?
+	How long does it take to receive data once it is ordered?

Glossary: Acronyms & Definitions

Acronym	Definition
#	Number or Special character
\$	Special character
&	And or Special character
*	Mandatory field
!	Exclamatory or Special character
/	Special Character or forward slash or and/or
%	Special character
	Special character
+	Special character
@	at sign or Special character
ACH	Automated Clearing House
AHRQ	Agency for Healthcare Research and Quality
CCR	Cost-to-Charge Ratio
CDORS	Central Distributor Online Reporting System
csv	Comma-Separated Values
DUA	Data Usage Agreement
DVD	Digital Video Disc
FAQ	Frequently Asked Questions
gov	Government
HCUP	Healthcare Cost and Utilization Project
HHS	US Department of Health and Human Services (HHS)
ID	Identification
KID	Kids Inpatient Database
NASS	National Ambulatory Surgery and Services
NEDS	Nationwide Emergency Department Sample
NIS	National Inpatient Sample
NRD	National Readmission Database
PDF	Portable Document Format

Acronym	Definition
PI	Principal Investigator
SEDD	State Emergency Department Databases
SID	State Inpatient Databases
SASD	State Ambulatory Surgery and Services Databases
SIU	Statement of Intended Use
U.S.	United States
URL	Unique Resource Locator