Coverage Gap Discount Program

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

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CGDP PORTAL DPP-MANUFACTURERS

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Accessing and Navigating the CGDP Portal Direct Payment Process-Manufacturers

CGDP Portal DPP-Manufacturers
Topics

In this training session you will learn about the Coverage Gap Discount Program (CGDP) Portal Direct Payment Process (DPP)-Manufacturers.

This training will introduce you to the following topics:

1. Introduction of the new CGDP Portal DPP
2. Access to the new CGDP Portal DPP
3. Learning to navigate through the new CGDP Portal DPP
4. Common Icons and Links available throughout new CGDP Portal DPP

CGDP PORTAL DPP-MANUFACTURERS

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Introducing the

Direct Payment Process

CGDP Portal DPP-Manufacturers
Introduction

The CGDP Portal DPP portal is designed to assist Manufacturers with processing CGDP payments to Medicare Part D Sponsors. This system allows Manufacturers to review invoice line items and initiate bank-to-bank Automated Clearing House (ACH) transfers for invoice line item payments due to sponsors, similar to the way an online banking customer pays a monthly bill.

The CGDP Portal DPP will provide functionality for the following:

- Invoice review
- Invoice payment deferment
- Automatic payment confirmation
- Invoice dispute filing
- Invoice payment selection
- Batch Invoice payment selection
- Payment receipt review
- Reports retrieval

The CGDP Portal DPP will become the active system starting with the 2015 Q2 reporting period. Quarter 2 2015 invoices, which will be distributed on August 31, 2015

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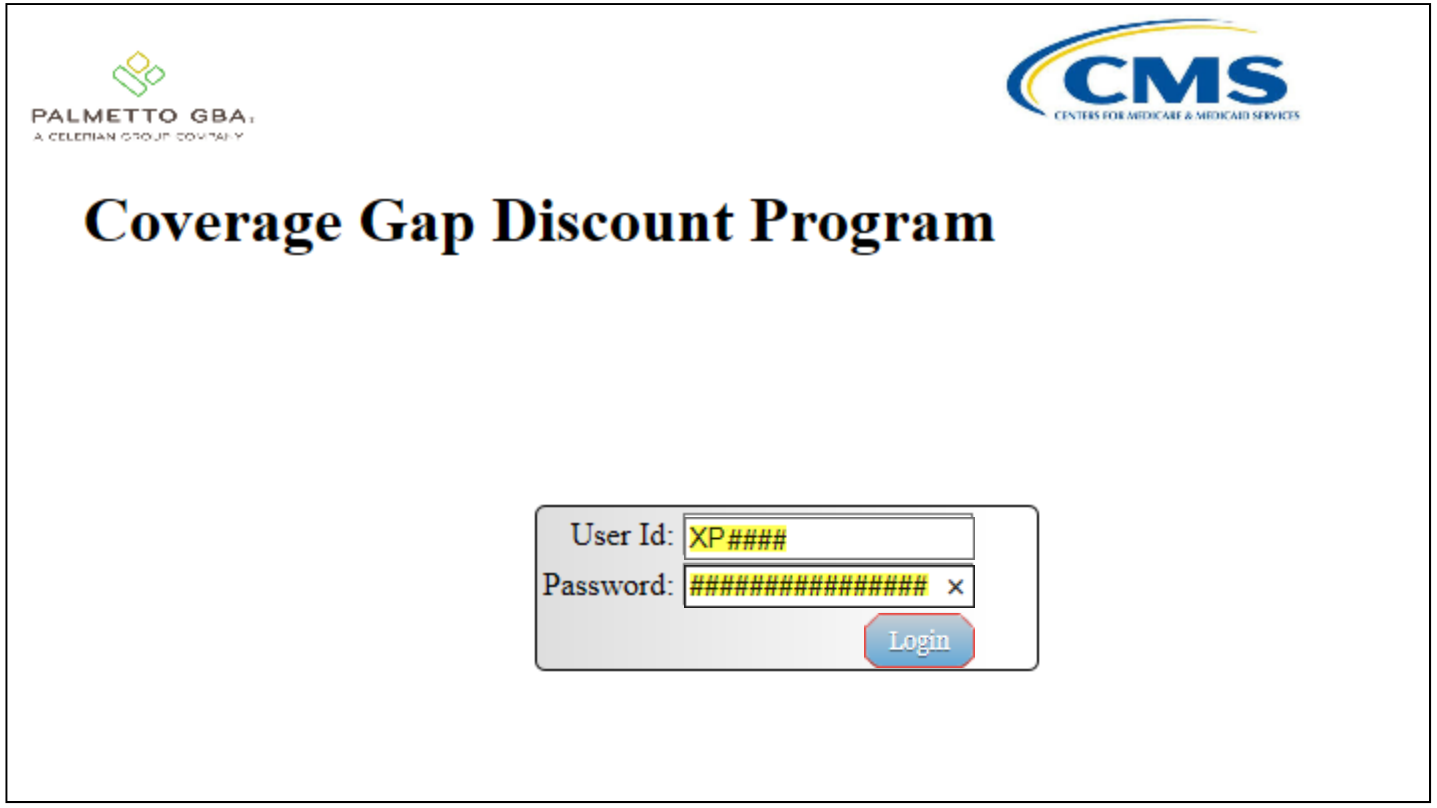
Accessing the Direct Payment Process

CGDP Portal DPP-Manufacturers
Login

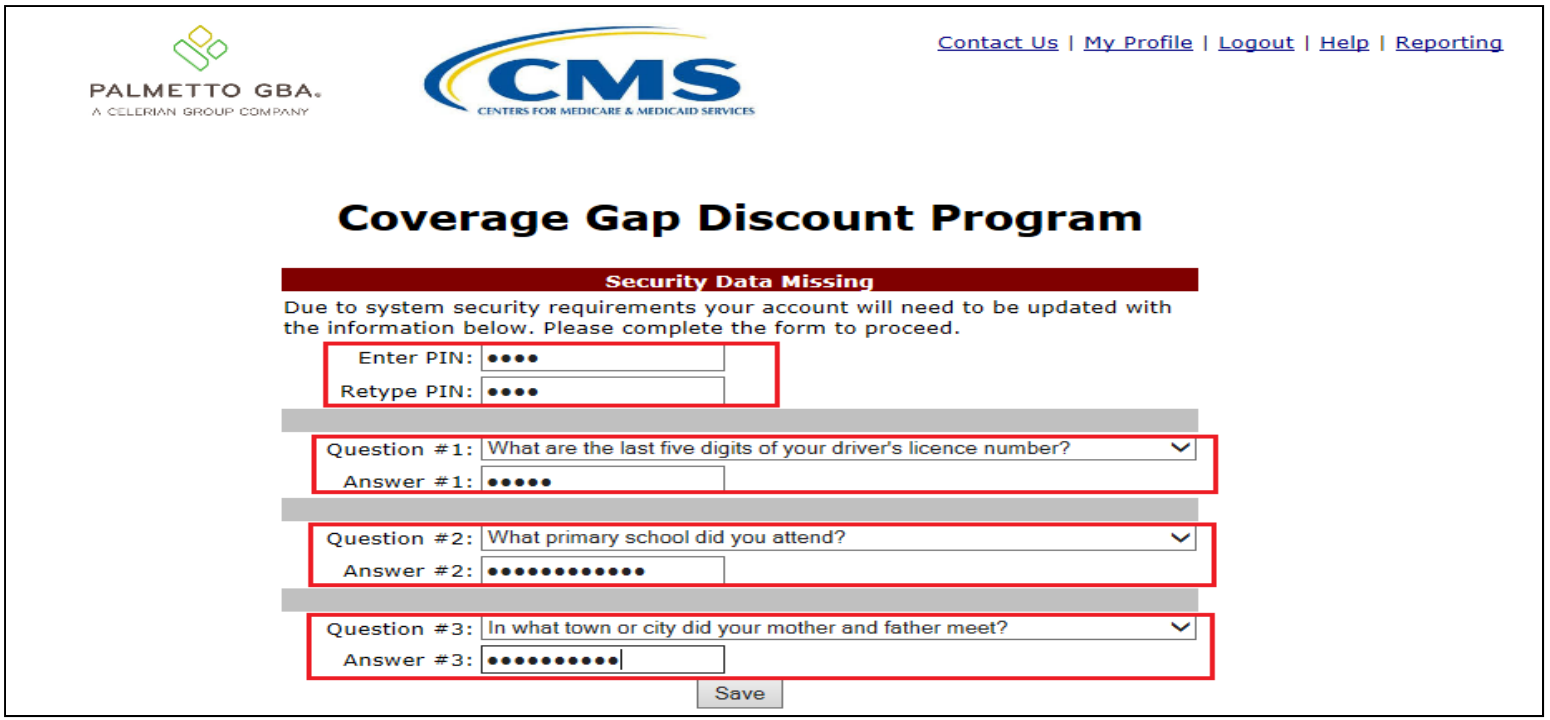
The information entered into the CGDP Portal Login page is the credential information currently used to access the CGDP TPA Mailbox.



Once complete, select the Login button to continue to the Home page.

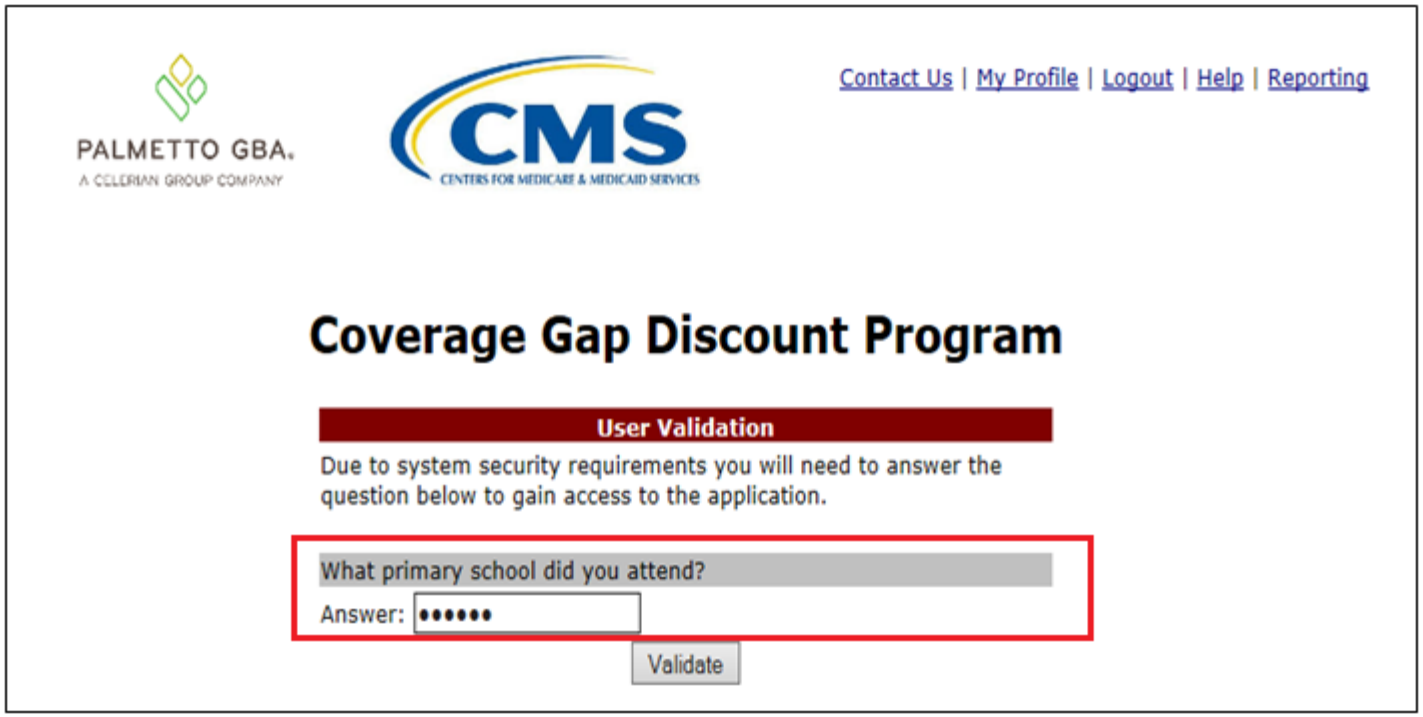
CGDP Portal DPP-Manufacturers Login

- There has been an additional level of security added to the Portal. All users will be required to answer security questions when logging on for the first time. Additionally, users with Payment Initiation privileges will also need to enter a PIN when signing on.

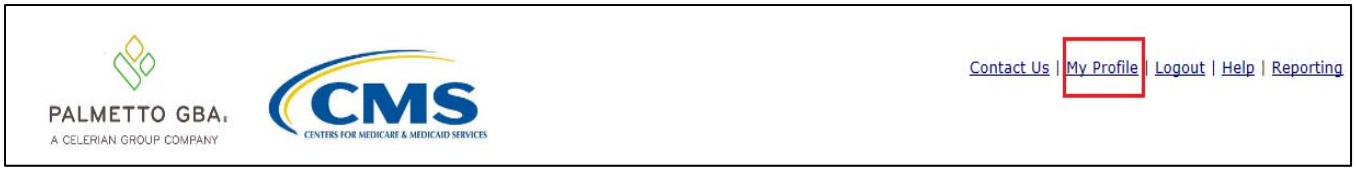


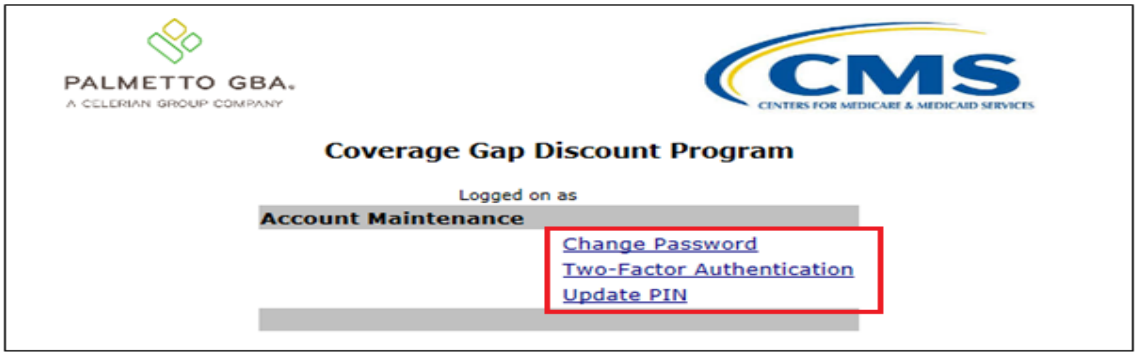
CGDP Portal DPP-Manufacturers Login

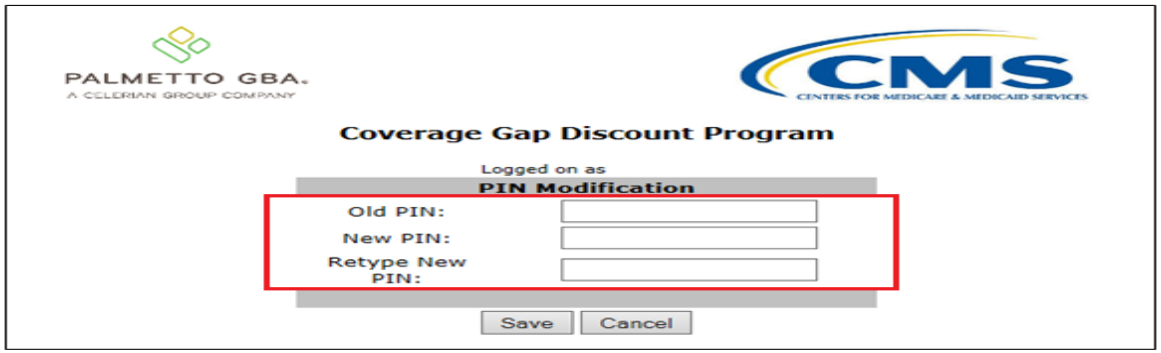
- For each subsequent sign on, one of the chosen security questions will be randomly chosen.



- The option is also available for the user to change their security information through the functions located under the *My Profile* link.







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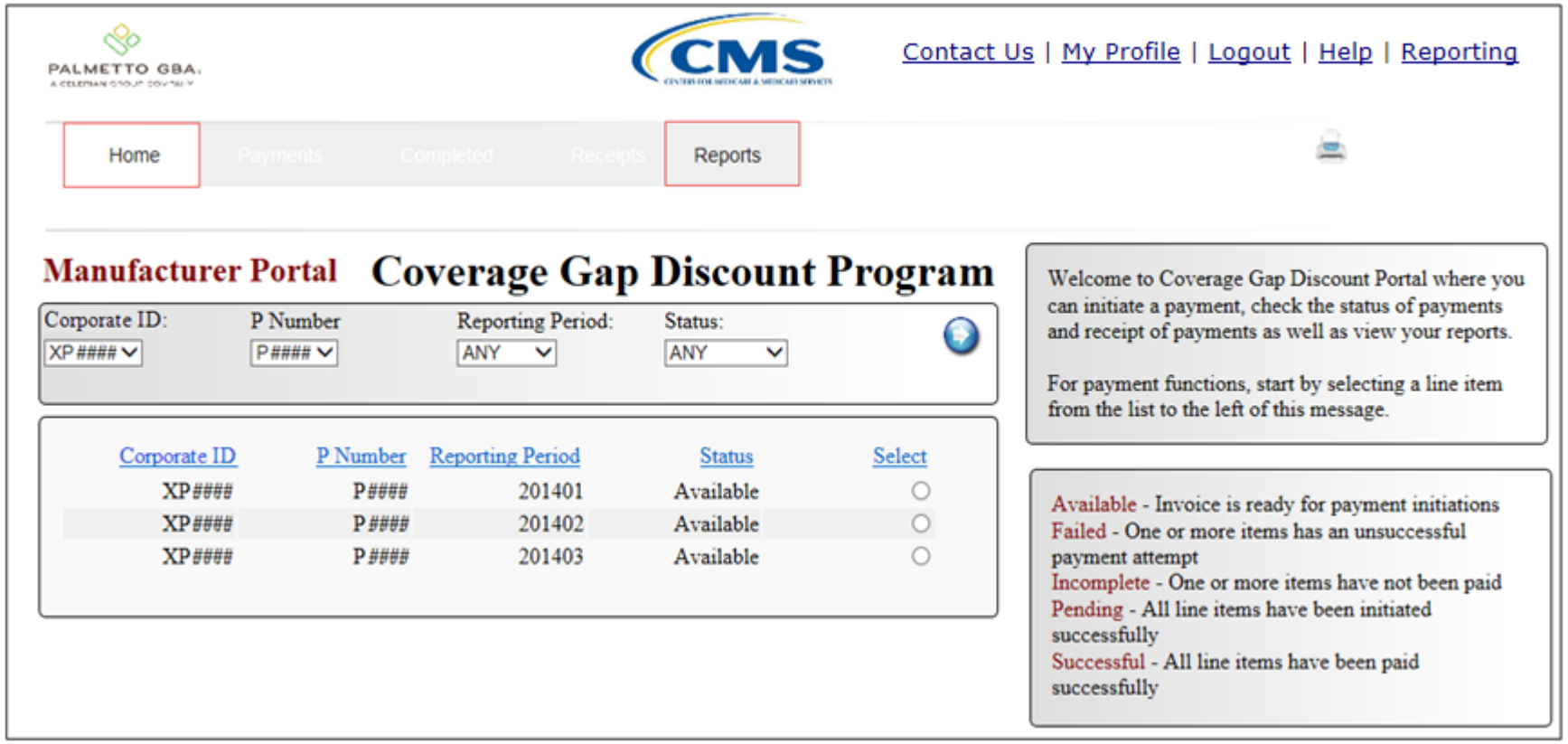
Navigating the Direct Payment Process

CGDP Portal DPP-Manufacturers
Navigation: Home Tab
Tabbed Region

The **Home** tab allows Manufacturers to access all areas of the CGDP Portal DPP system and begin research and work with distributed invoices.

Once login access is granted and completed, the **Home** tab will appear.

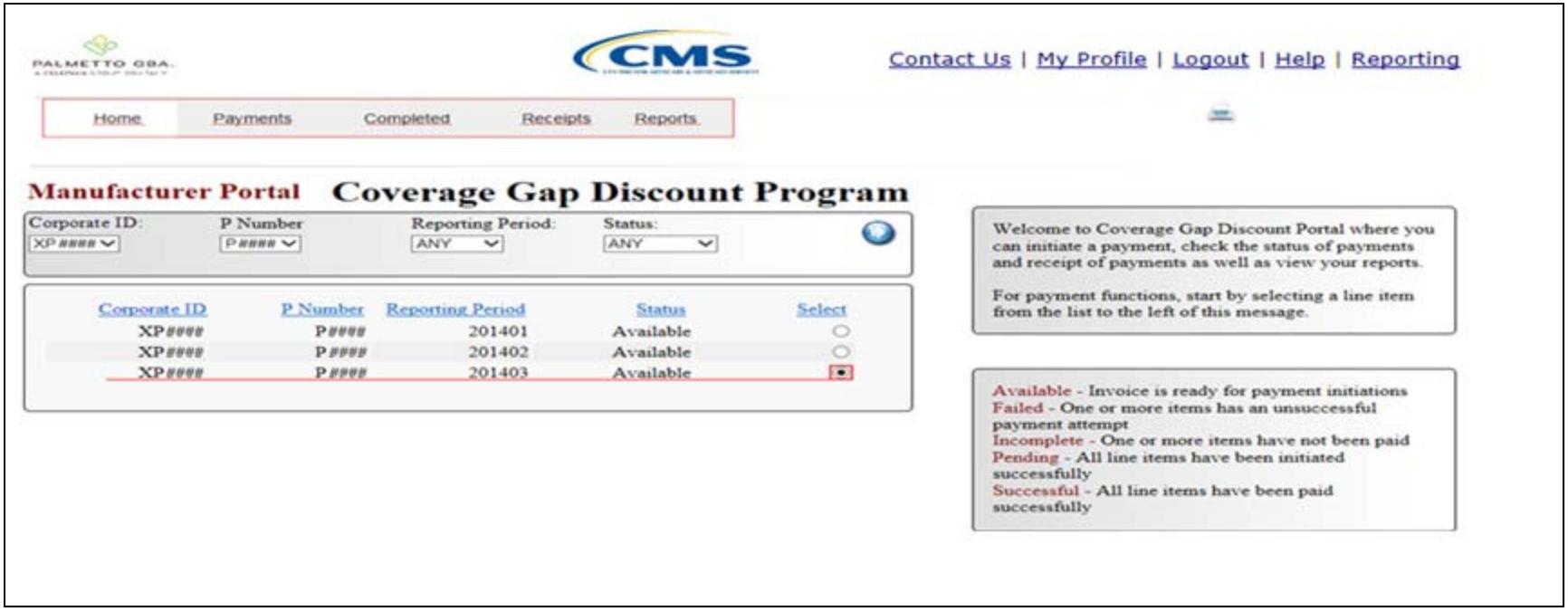


The available tabs appearing on the page are the **Home** tab and the **Reports** tab

CGDP Portal DPP-Manufacturers
Navigation: Home Tab
Tabbed Region – All Tabs

To access all available functions of the Direct Payment Portal, selection of a distributed invoice must be performed.

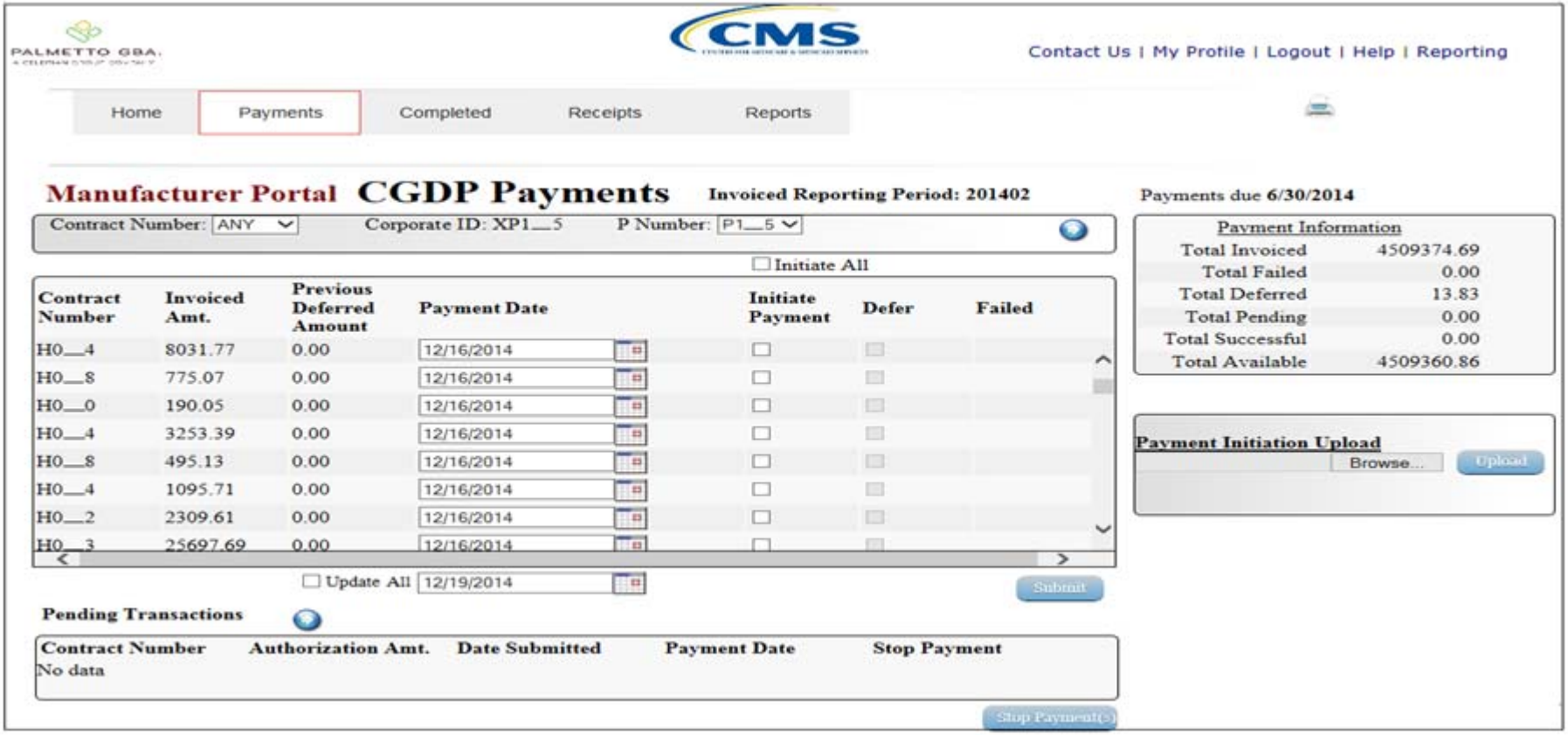
In the example presented, a distributed invoice line for the reporting period of 201403 has been selected by populating the radio button in the Select column. This action activates the **Payments** tab, **Completed** tab and **Receipts** tab, as well as keeping the **Home** tab and **Reports** tab available for selection.



CGDP Portal DPP-Manufacturers
Navigation: Payments Tab

Selecting the **Payments** tab allows the user to review and process payment information for invoice line items by Part D Sponsor Contract Number.

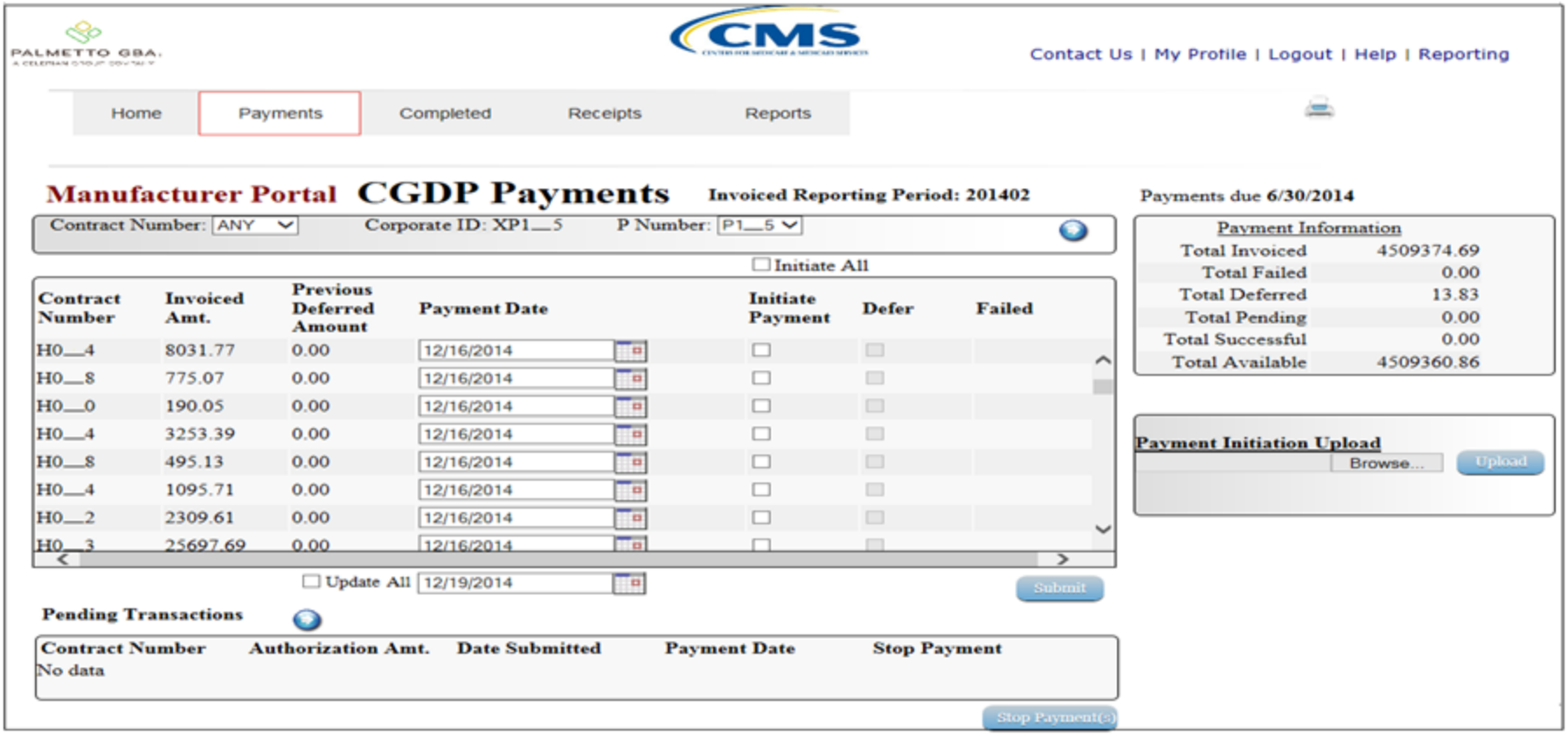
On this tab, Manufacturers can process invoice line item payment initiations, defer invoice line item payments, create batch payment initiation text files and process stop payments.



CGDP Portal DPP-Manufacturers
Navigation: Completed Tab

Selecting the **Completed** tab allows the user to review completed payment information for invoice line items by Part D Sponsor Contract Number.

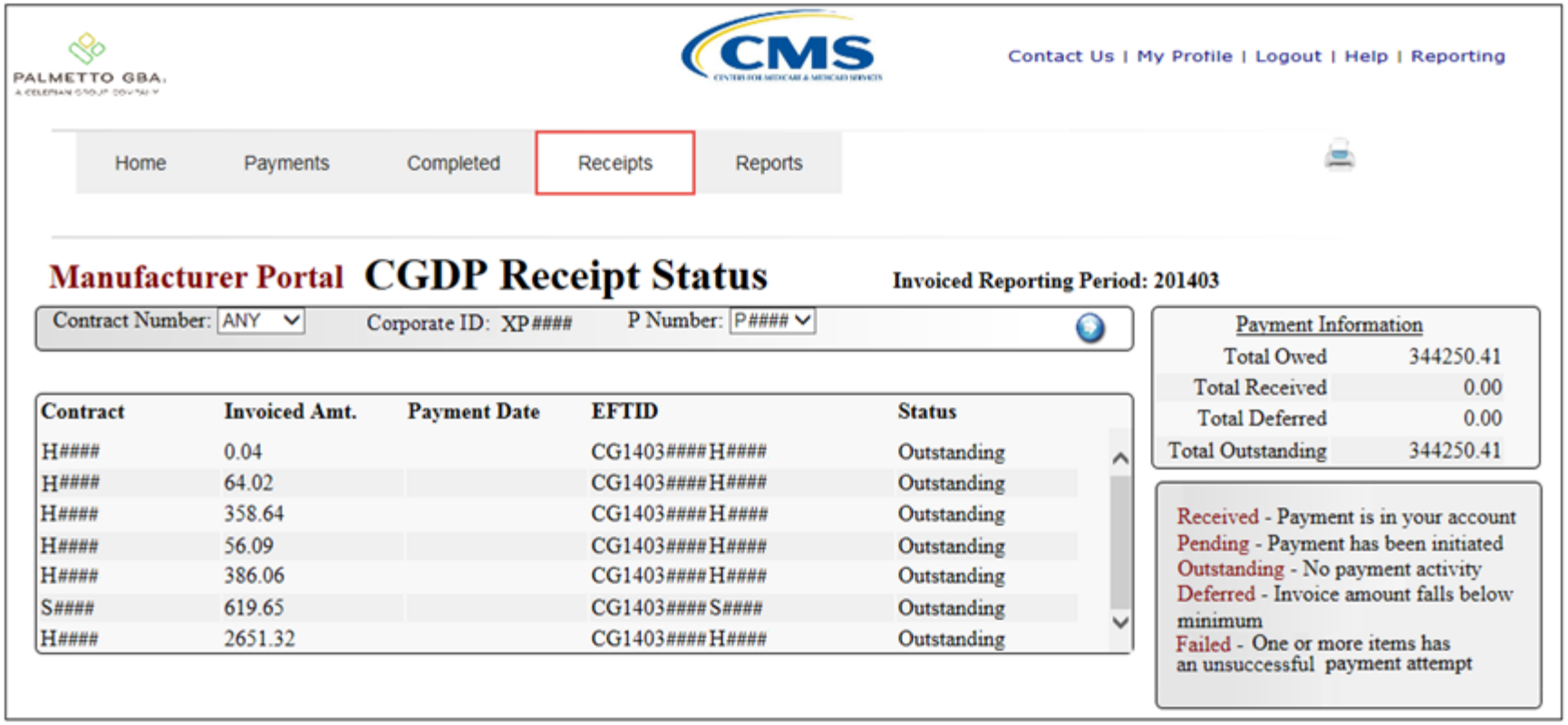
On this tab, Manufacturers can review the status of completed payment processing for initiated or deferred payments.



CGDP Portal DPP-Manufacturers
Navigation: Receipts Tab

Selecting the **Receipts** tab allows the user to review negative invoice line item information for updated invoiced line items by Part D Sponsor Contract Number.

On this tab, Manufacturers can review the status of payments due back from Sponsors.

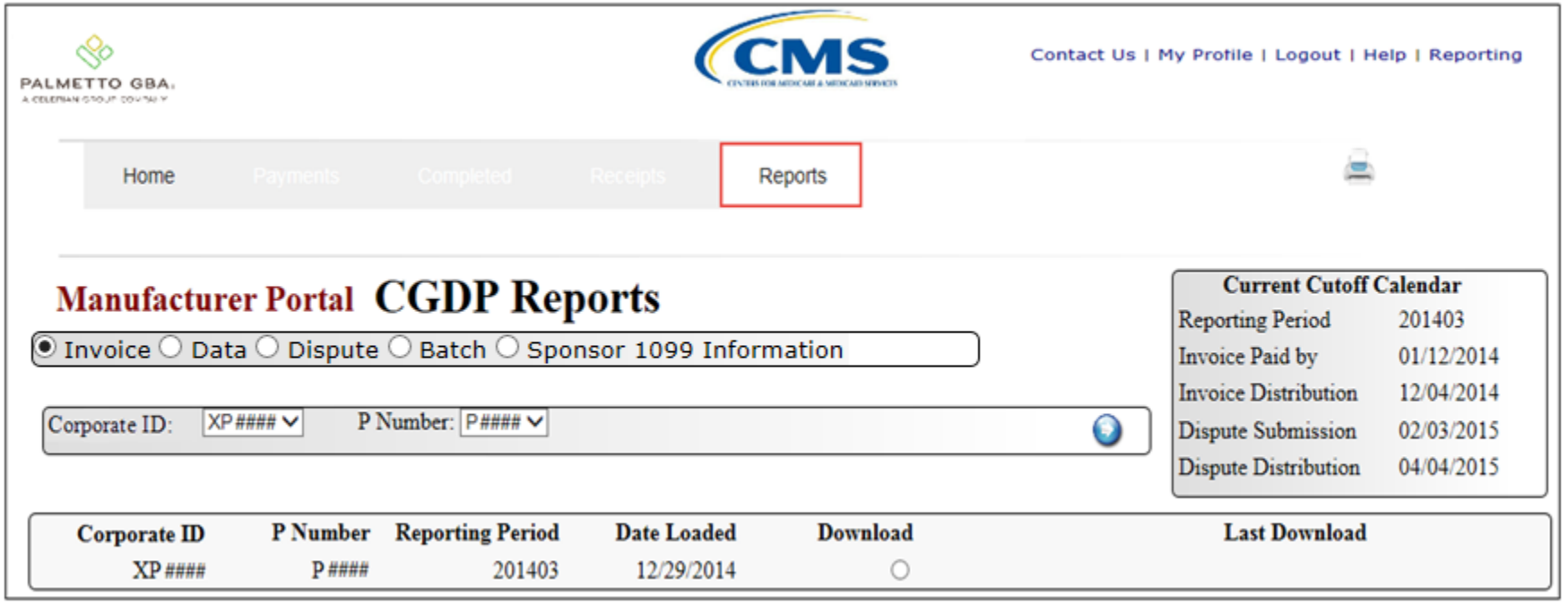


CGDP Portal DPP-Manufacturers
Navigation: Reports Tab

Selecting the **Reports** tab allows the user to review/submit four types of reports for distributed invoices.

On this tab, Manufacturers can select one of four report views which allow the review of compiled Invoice information reports, detailed Data reports, submission and review of Dispute requests and review of successful or failed Batch upload files.

In this example, the **Reports** tab defaults to Invoice reports.



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Icons and Links

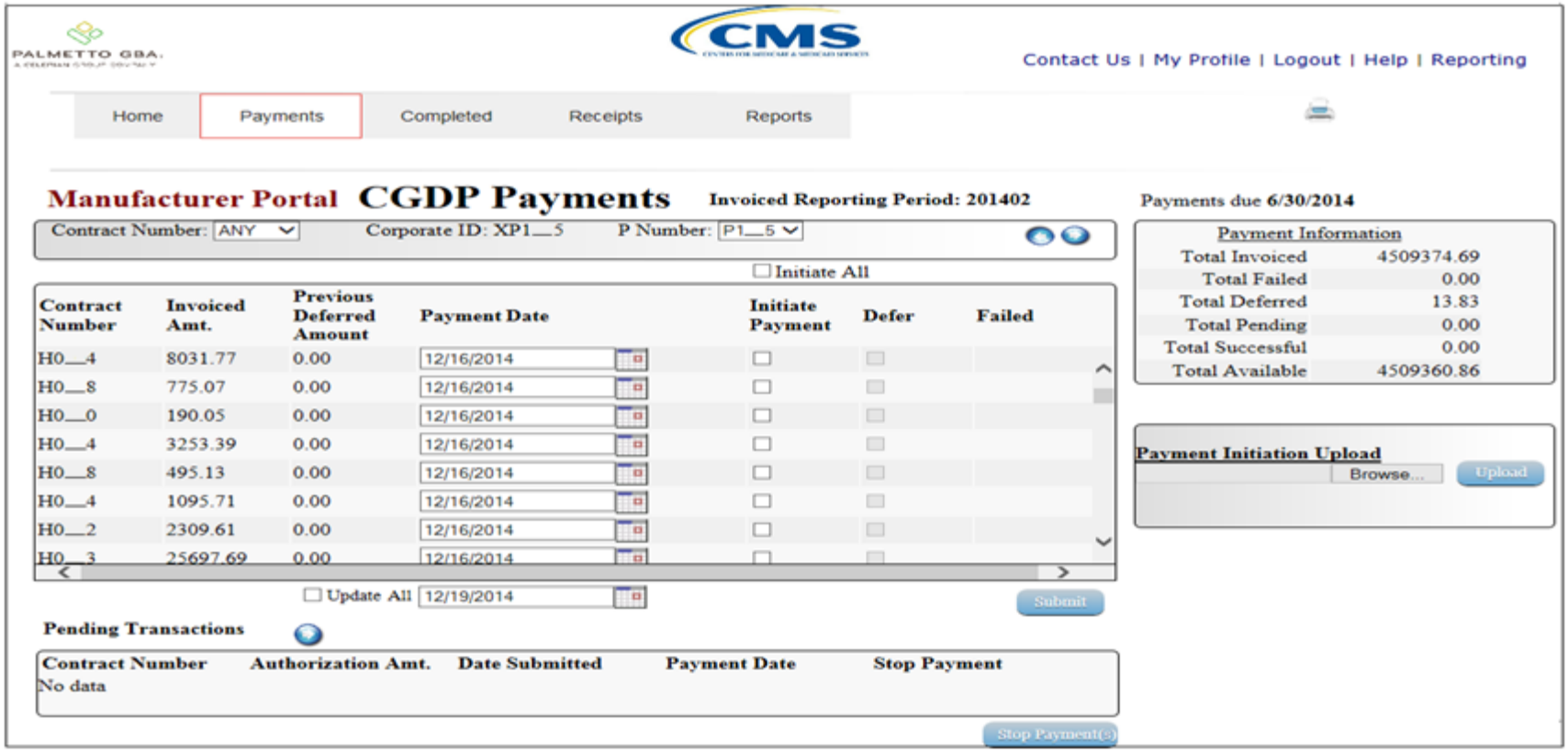
CGDP Portal DPP-Manufacturers
Portal Icons and Links

There are recurring icons and links throughout the CGDP Portal DPP that appear on the functional tabs in the system.

ICON/LINK	Definition
	Calendar icon provides an expanded calendar that allows users to select future months and dates.
Contact Us	*Contact Us* link provides contact information for the TPA Operations Team
Help	*Help* link provides access to system error codes and descriptions generated during the payment initiation process
Logout	*Logout* link provides one-click access for logging out of the Web Portal DPP system
My Profile	*My Profile* link provides the ability to enter and review business contact profiles
	Next Page icon provides access to move forward to next page in document
	Prior Page icon provides access to return to prior page in document, when available
	Printer icon provides users with displayed information formatted in a Microsoft Excel file.

CGDP Portal DPP-Manufacturers
Icons and Links Locations

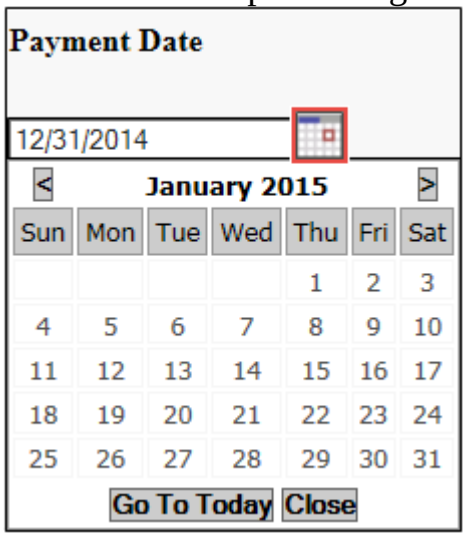
In this example, the *Calendar*, *Next Page*, *Prior Page* and *Printer* icons and *Contact Us*, *My Profile*, *Logout*, *Help* and *Reporting* links are displayed on the **Payments** tab.



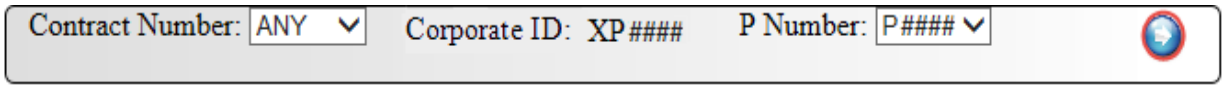
CGDP Portal DPP-Manufacturers
Icons

Examples of the *Calendar* icon, *Next Page* icon, *Prior Page* icon and *Printer* icon are listed below:

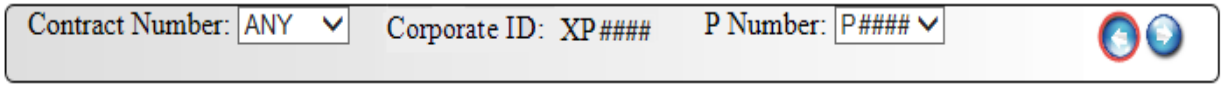
The *Calendar* icon expands to allow users to select future dates for processing:



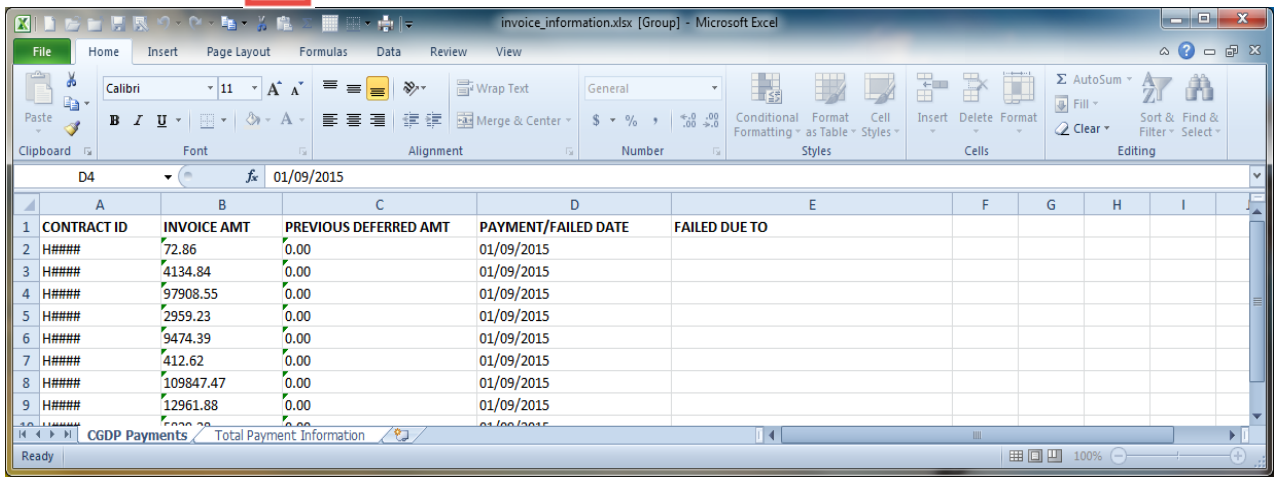
The *Next Page* icon allows users to move to the next page of data:



The *Prior Page* icon allows users to return to the former page of data, when available:



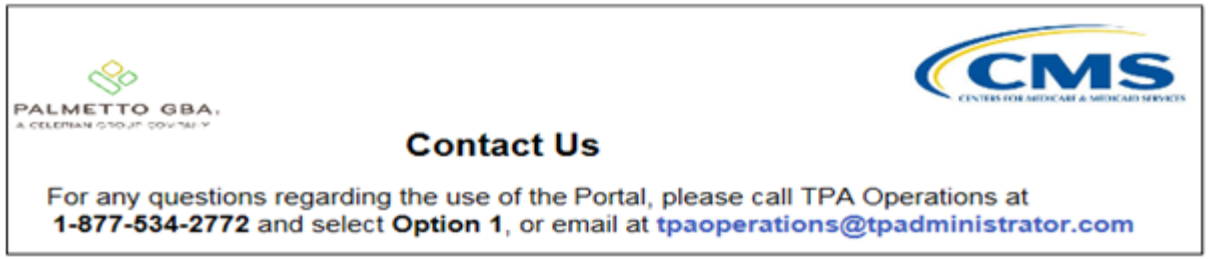
The *Printer* icon allows users to print the data visible on the screen in Microsoft Excel format:



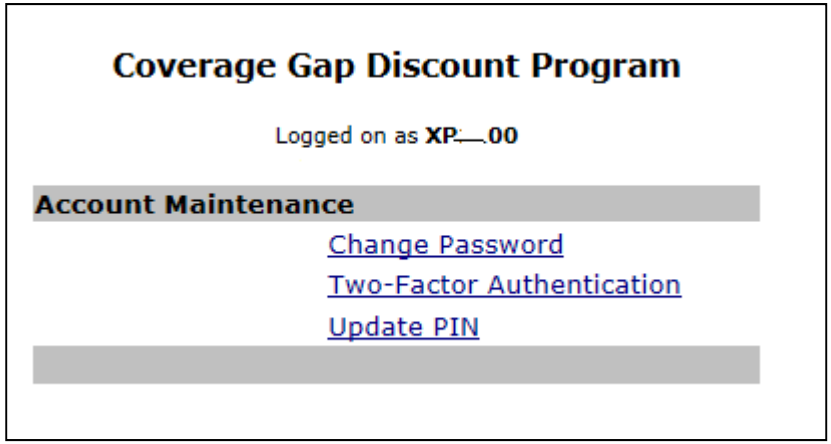
CGDP Portal DPP-Manufacturers
Links

Examples of the *Contact Us* link and the *My Profile* link are listed below :

The *Contact Us* link provides contact information for the TPA Operations:



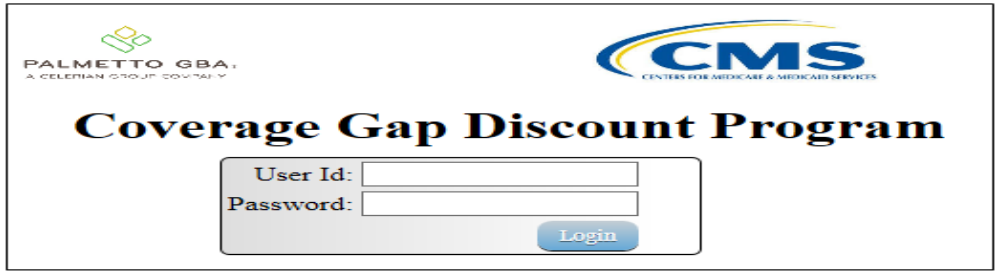
The *My Profile* link allows users to update their password, PIN and security questions.



CGDP Portal DPP-Manufacturers
Links (continued)

Examples of the ***Logout*** link and the ***Help*** link are listed below:

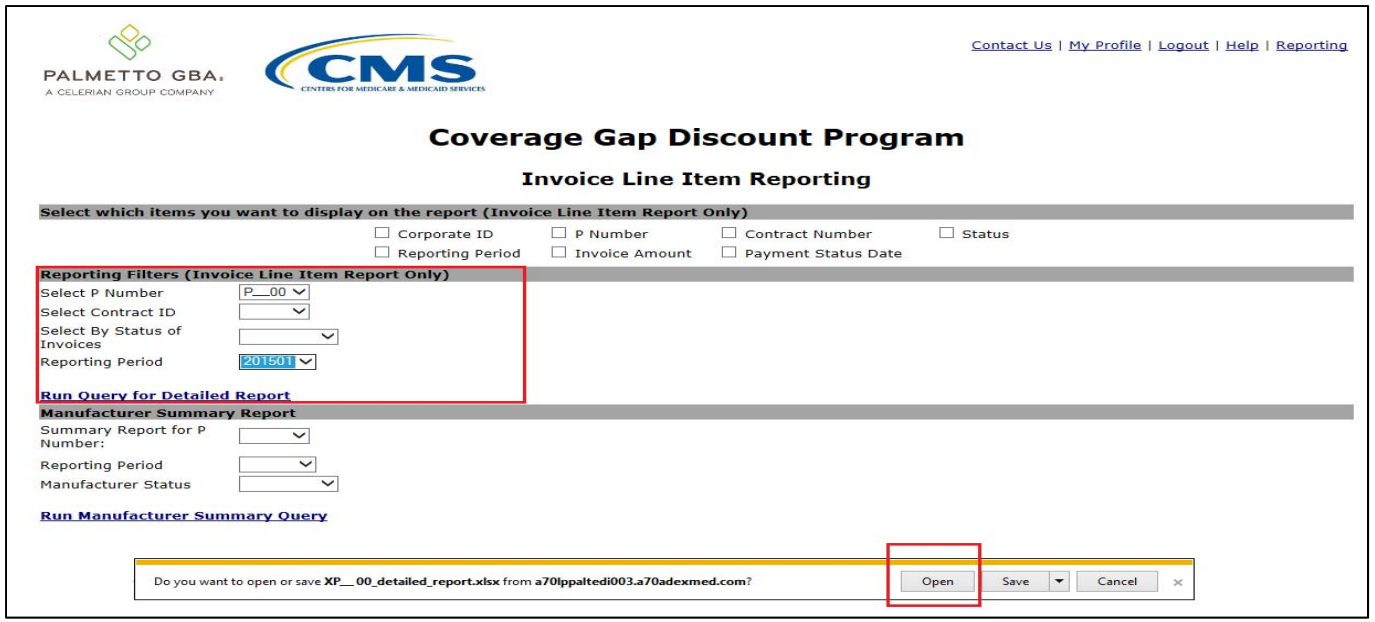
The ***Logout*** link provides a one-click exit from the Manufacturer Portal to the Login screen

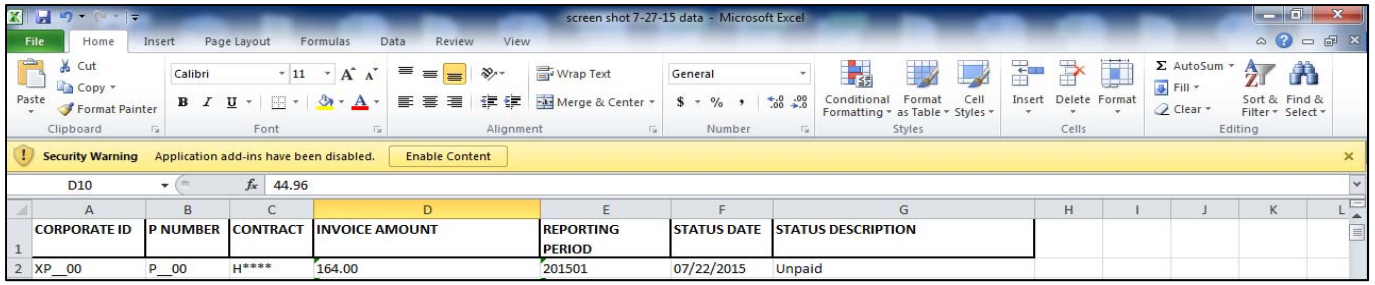


The ***Help*** link directs the user to the TPA Operations websites New Direct Payment Process Information section.

CGDP Portal DPP-Manufacturers
Links (continued)

- The *Reporting* link provides a readable version of the data/detail report in Microsoft Excel.





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Training Review

CGDP Portal DPP-Manufacturers
Training Review

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This training introduced you to the following topics:

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CGDP Portal DPP-Manufacturers
Questions

Questions?