

Coverage Gap Discount Program



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.

Coverage Gap Discount Program

User Id:

Password: 

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.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)

Coverage Gap Discount Program

Security Data Missing

Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.

Enter PIN:

Retype PIN:

Question # 1:
Answer # 1:

Question # 2:
Answer # 2:

Question # 3:
Answer # 3:



CGDP Portal DPP-Manufacturers Login

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



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Coverage Gap Discount Program

User Validation

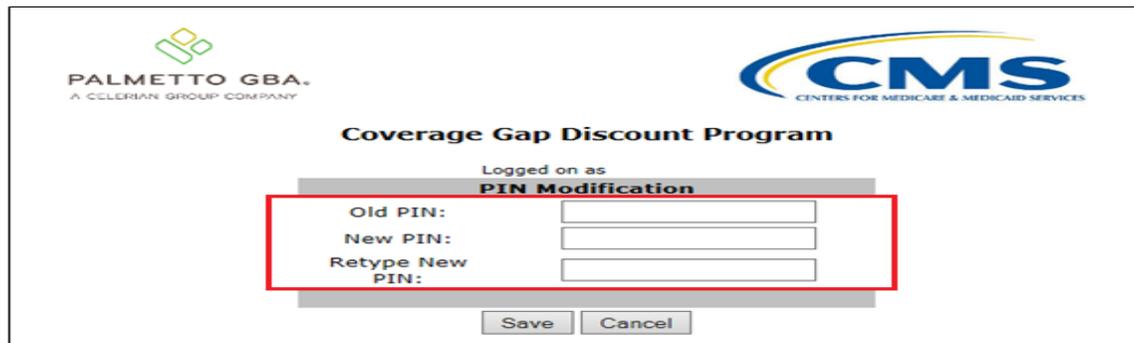
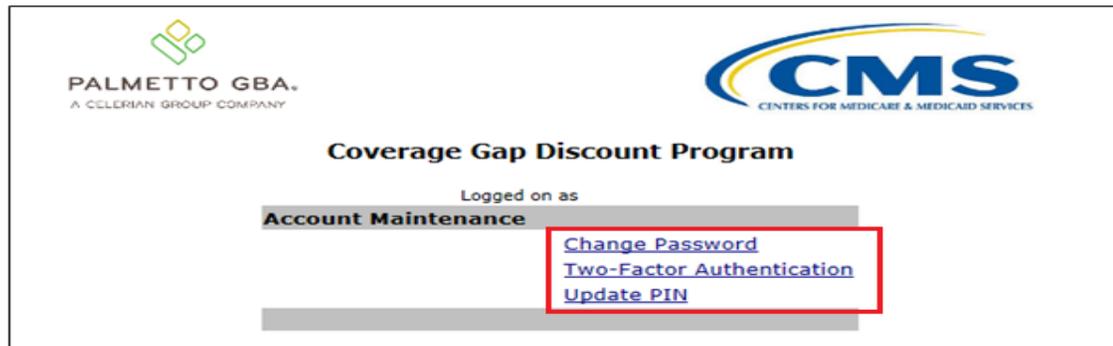
Due to system security requirements you will need to answer the question below to gain access to the application.

What primary school did you attend?

Answer:



- 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 screenshot shows the Palmetto GBA CMS interface. At the top left is the Palmetto GBA logo. In the center is the CMS logo (Center for Medicare & Medicaid Services). On the top right are navigation links: [Contact Us](#), [My Profile](#), [Logout](#), [Help](#), and [Reporting](#). Below the navigation links is a horizontal tabbed region with five tabs: **Home**, Payments, Completed, Receipts, and Reports. The **Home** and **Reports** tabs are highlighted with red borders. Below the tabs is the main content area titled "Manufacturer Portal Coverage Gap Discount Program". This area contains a search form with four dropdown menus: Corporate ID (XP####), P Number (P####), Reporting Period (ANY), and Status (ANY). Below the search form is a table with five columns: Corporate ID, P Number, Reporting Period, Status, and Select. The table contains three rows of data, all with a status of "Available". To the right of the search form and table are two informational boxes. The top box contains a welcome message and instructions for payment functions. The bottom box contains a legend for the status values: Available, Failed, Incomplete, Pending, and Successful.

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Home | Payments | Completed | Receipts | **Reports**

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP#### | P Number: P#### | Reporting Period: ANY | Status: ANY

<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting Period</u>	<u>Status</u>	<u>Select</u>
XP####	P####	201401	Available	<input type="radio"/>
XP####	P####	201402	Available	<input type="radio"/>
XP####	P####	201403	Available	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

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.

The screenshot displays the CGDP Portal DPP-Manufacturers interface. At the top, there are logos for Palmetto GSA and CMS, along with navigation links: [Contact Us](#), [My Profile](#), [Logout](#), [Help](#), and [Reporting](#). Below the logos is a tabbed navigation region with five tabs: Home, Payments, Completed, Receipts, and Reports. The Home tab is currently selected. The main content area is titled "Manufacturer Portal Coverage Gap Discount Program". It features a search form with fields for Corporate ID (XP####), P Number (P####), Reporting Period (ANY), and Status (ANY). Below the search form is a table of invoice lines:

Corporate ID	P Number	Reporting Period	Status	Select
XP####	P####	201401	Available	<input type="radio"/>
XP####	P####	201402	Available	<input type="radio"/>
XP####	P####	201403	Available	<input checked="" type="radio"/>

To the right of the table, there are two informational boxes. The first box contains a welcome message: "Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line item from the list to the left of this message." The second box contains a legend for invoice statuses: Available - Invoice is ready for payment initiations; Failed - One or more items has an unsuccessful payment attempt; Incomplete - One or more items have not been paid; Pending - All line items have been initiated successfully; Successful - All line items have been paid successfully.



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.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1_5 P Number: P1_5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
HO_4	8031.77	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
HO_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	0.00
Total Successful	0.00
Total Available	4509360.86

Payment Initiation Upload

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				



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.



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Home
Payments
Completed
Receipts
Reports

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: Corporate ID: XP1__5 P Number: 

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 

Pending Transactions 

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

Payments due 6/30/2014

Payment Information	
Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	0.00
Total Successful	0.00
Total Available	4509360.86

Payment Initiation Upload



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.

Contact Us | My Profile | Logout | Help | Reporting

Home Payments Completed Receipts Reports

Manufacturer Portal CGDP Receipt Status

Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP#### P Number: P####

Contract	Invoiced Amt.	Payment Date	EFTID	Status
H####	0.04		CG1403####H####	Outstanding
H####	64.02		CG1403####H####	Outstanding
H####	358.64		CG1403####H####	Outstanding
H####	56.09		CG1403####H####	Outstanding
H####	386.06		CG1403####H####	Outstanding
S####	619.65		CG1403####S####	Outstanding
H####	2651.32		CG1403####H####	Outstanding

Payment Information

Total Owed	344250.41
Total Received	0.00
Total Deferred	0.00
Total Outstanding	344250.41

Received - Payment is in your account
Pending - Payment has been initiated
Outstanding - No payment activity
Deferred - Invoice amount falls below minimum
Failed - One or more items has an unsuccessful payment attempt



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.

The screenshot shows the 'Reports' tab selected in the navigation menu. The page title is 'Manufacturer Portal CGDP Reports'. Below the title, there are radio buttons for selecting report types: Invoice (selected), Data, Dispute, Batch, and Sponsor 1099 Information. There are also dropdown menus for 'Corporate ID' and 'P Number'. On the right, a 'Current Cutoff Calendar' box displays key dates. At the bottom, a table lists report entries with columns for Corporate ID, P Number, Reporting Period, Date Loaded, Download, and Last Download.

Corporate ID	P Number	Reporting Period	Date Loaded	Download	Last Download
XP #####	P #####	201403	12/29/2014	<input type="radio"/>	

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



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Home
Payments
Completed
Receipts
Reports

Manufacturer Portal CGDP Payments

Invoiced Reporting Period: 201402

Contract Number: ANY
Corporate ID: XP1_5
P Number: P1_5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0_4	8031.77	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	0.00
Total Successful	0.00
Total Available	4509360.86

Payment Initiation Upload



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:

Payment Date

12/31/2014 

< **January 2015** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Go To Today **Close**

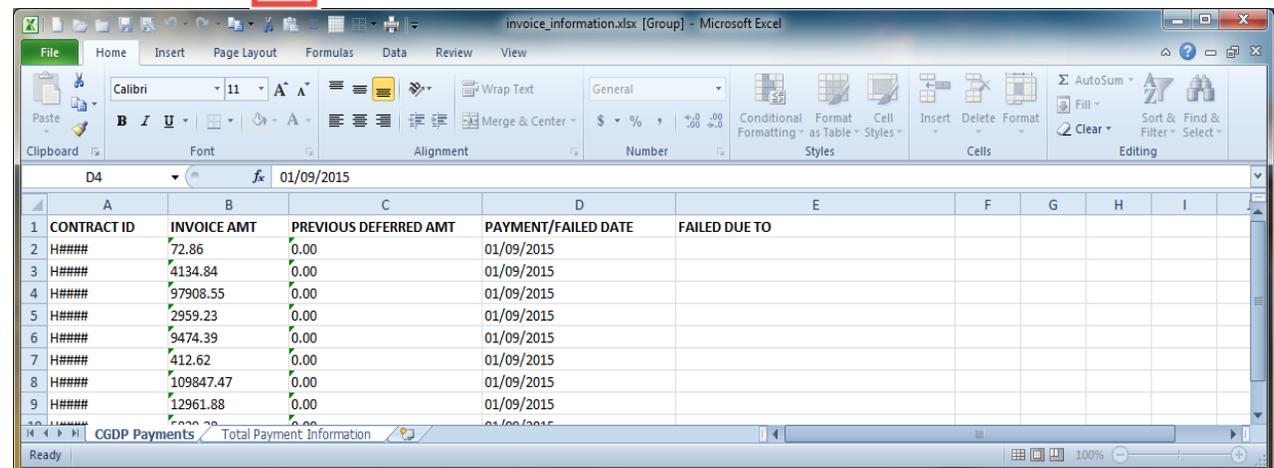
The Next Page icon allows users to move to the next page of data:

Contract Number: ANY Corporate ID: XP#### P Number: P#### 

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

Contract Number: ANY Corporate ID: XP#### P Number: P#### 

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



invoice_information.xlsx [Group] - Microsoft Excel

	A	B	C	D	E	F	G	H	I
	CONTRACT ID	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT/FAILED DATE	FAILED DUE TO				
1	H####	72.86	0.00	01/09/2015					
2	H####	4134.84	0.00	01/09/2015					
3	H####	97908.55	0.00	01/09/2015					
4	H####	2959.23	0.00	01/09/2015					
5	H####	9474.39	0.00	01/09/2015					
6	H####	412.62	0.00	01/09/2015					
7	H####	109847.47	0.00	01/09/2015					
8	H####	12961.88	0.00	01/09/2015					
9	H####	6222.22	0.00	01/09/2015					



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:

CONTACT US

For any questions regarding the use of the Portal, please call TPA Operations at **1-877-534-2772** and select **Option 1**, or email at tpaoperations@tpadministrator.com

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

Coverage Gap Discount Program

Logged on as **XP:00**

Account Maintenance

- [Change Password](#)
- [Two-Factor Authentication](#)
- [Update PIN](#)



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

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Coverage Gap Discount Program

User Id:

Password:

Login

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

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HOME CONTACT US ARCHIVES MANAGE LISTSERV PROFILE Search

Coverage Gap Discount Program

Third Party Administrator / TPA Drug Manufacturer / New Direct Payment Process...

TPA Drug Manufacturer

New Direct Payment Process Information

Direct Payment Process FAQs	08/14/2015
HPMS Memo: Payment of Outstanding Coverage Gap Discount Program payments	07/15/2015
1099 Record Layouts	05/11/2015
Dispute Response Report Spreadsheet Download Instructions	05/11/2015
Manufacturer Portal Direct Payment Process (DPP) Users Guide	05/06/2015
Sponsor Portal Direct Payment Process (DPP) Users Guide	05/06/2015
CGDP Portal	04/20/2015
HPMS Memo: Updates on the new Medicare Part D Coverage Gap Discount Program Direct Payment Process	03/26/2015



CGDP Portal DPP-Manufacturers Links (continued)

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

Coverage Gap Discount Program
Invoice Line Item Reporting

Select which items you want to display on the report (Invoice Line Item Report Only)

Corporate ID P Number Contract Number Status
 Reporting Period Invoice Amount Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select P Number: P__00
Select Contract ID: _____
Select By Status of Invoices: _____
Reporting Period: 201501

[Run Query for Detailed Report](#)

Manufacturer Summary Report

Summary Report for P Number: _____
Reporting Period: _____
Manufacturer Status: _____

[Run Manufacturer Summary Query](#)

Do you want to open or save XP__00_detailed_report.xlsx from a70lppaltdi003.a70adexmed.com? **Open** Save Cancel

	A	B	C	D	E	F	G	H	I	J	K	L
	CORPORATE ID	P NUMBER	CONTRACT	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	STATUS DESCRIPTION					
1												
2	XP_00	P_00	H****	164.00	201501	07/22/2015	Unpaid					

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Training Review



CGDP Portal DPP-Manufacturers Training Review

In this training session you have learned about the CGDP Portal DPP-Manufacturers.

This training introduced you to the following topics:

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



CGDP Portal DPP-Manufacturers Questions

Questions?

