

Coverage Gap Discount Program



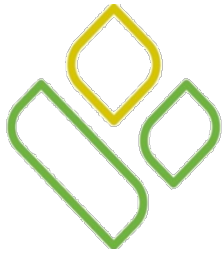
CGDP PORTAL DPP-MANUFACTURERS



PALMETTO GBA®

A CELERIAN GROUP COMPANY

*Completed
Tab Functionality*



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 **Completed** tab.

This training will introduce you to the following topics:

1. Introduction to the **Completed** Tab
2. **Completed** tab regions
 - **Tabbed region – Completed**
 - **Completed Invoiced Reporting Period region**
 - **Completed Filter region**
 - **Completed Payment Information region**
 - **Completed Transactions region**
3. Work Instruction for utilizing the **Completed** tab functionality

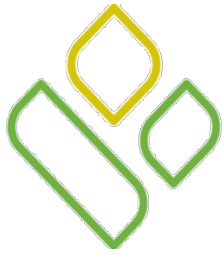
CGDP PORTAL DPP- MANUFACTURERS



PALMETTO GBA®

A CELERIAN GROUP COMPANY

*Introduction to the
Completed Tab*



CGDP Portal DPP-Manufacturers Completed Tab

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

This training session will describe each of the five regions displayed on the **Completed** tab and provide direction on the functionality of each.

Palmetto GBA | **CMS** | [Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)

① Home | Payments | **Completed** | Receipts | Reports

Manufacturer Portal CGDP Completed Payments | ② Invoiced Reporting Period: 201401

③ Corporate ID: XP__4 | P number: P__8 | Contract: ANY

④ **Payment Information**

Contract	Invoiced Amt.	Payment Date	EFTID
H__3	2.68	Deferred	
H__5	5.00	Deferred	
H__2	5.77	Deferred	
H__2	223.66	12/01/2014	CG14011__8H__2
H__1	228.54	12/03/2014	CG14011__8H__1

Total Invoiced	5749457.70
Total Pending	5743941.15
Total Deferred	13.45
Total Failed	5050.90
Total Successful	452.20
Total Outstanding	0.00

CGDP PORTAL DPP- MANUFACTURERS



PALMETTO GBA®

A CELERIAN GROUP COMPANY

Completed Tab Regions



CGDP Portal DPP-Manufacturers Tabbed & Invoiced Reporting Period Regions

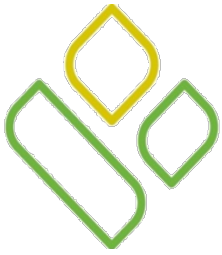
The first two regions of the **Completed Payments** tab are:

The screenshot shows the top navigation bar with the Palmetto GBA logo, the CMS logo, and links for [Contact Us](#), [My Profile](#), [Logout](#), [Help](#), and [Reporting](#). Below this is a tabbed interface with tabs for Home, Payments, Completed, Receipts, and Reports. The 'Completed' tab is highlighted with a red box and a circled '1'. Below the tabs, the text 'Manufacturer Portal CGDP Completed Payments' is displayed, followed by 'Invoiced Reporting Period: 201401' with a circled '2'.

The **Tabbed region** allows the user to select different activities to perform while accessing the system. The **Tabbed region – Completed tab** provides the access to the **Completed** tab to review invoice line items that have completed the payment process or have been deferred.

The **Completed Invoiced Reporting Period region** displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 1st quarter of calendar year 2014 will appear in the **Completed Filter Results region** of the **Completed** tab.

In this example, the **Completed** tab is active and the **Completed Payments Invoiced Reporting Period** for displayed invoice line items is the 1st quarter of calendar year 2014.



CGDP Portal DPP-Manufacturers Completed Filter Region

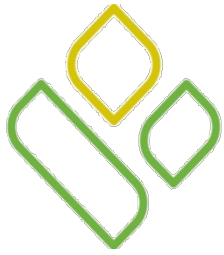
The third region of the **Completed** tab, the **Completed Payments Filter region**, contains the following three fields to assist with narrowing completed invoice criteria.

Manufacturer Portal CGDP Completed Payments

③ Corporate ID: XP___4 P number: P___8 ▼ Contract: ANY ▼ 

- Corporate ID: defaults to the Corporate ID, formerly the Mailbox ID, used to log into the portal.
- P Number: displays the P Number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Corporate ID.
- Contract: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with completed invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.

In the example, the Corporate ID field displays the default Corporate ID used to access the Portal, the P Number field displays the P Number associated with the distributed invoice selected on the **Home** tab and the Contract field displays the default selection of 'ANY'.



CGDP Portal DPP-Manufacturers Payment Information Region

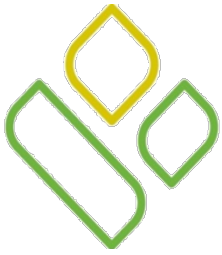
The fourth region of the **Completed** tab, the **Payment Information** region, provides a summary view of activities that occur on the **Completed** tab.

This region contains the following six fields to provide up-to-date data regarding invoice line item activity.

④

<u>Payment Information</u>	
Total Invoiced	5749457.70
Total Pending	5744386.73
Total Deferred	20.07
Total Failed	5050.90
Total Successful	0.00
Total Outstanding	0.00

- Total Invoiced: displays total dollar amount of invoice line items that are distributed for processing for the reporting period.
- Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- Total Deferred: displays the total dollar amount of deferred invoice line items with amounts due that are less than the allowable amount to the subsequent reporting period.
- Total Failed: displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transactions** regions of the **Payments** tab.
- Total Outstanding: displays the total dollar amount of remaining invoice line items requiring processing.



CGDP Portal DPP-Manufacturers Completed Transactions Region

The fifth and final region of the **Completed** tab, the **Completed Transaction** region, provides a detail view of successful payments or deferred invoices.

5

Contract	Invoiced Amt.	Payment Date	EFTID
H__3	2.68	Deferred	CG14011__8H__3
H__5	5.00	Deferred	CG14011__8H__5
H__2	5.77	Deferred	CG14011__8H__2
H__2	223.66	12/01/2014	CG14011__8H__2
H__1	228.54	12/03/2014	CG14011__8H__1

This form contains the following four fields that assist in reviewing successful payments or deferred invoices.

- Contract: displays the Part D Sponsor Contract Number.
- Invoiced Amt.: displays the invoice line item amounts processed for the Part D Sponsor.
- Payment Date: displays information regarding the status of the payment.
 - Displays 'Deferred' if invoice line item selected to be deferred to subsequent reporting period.
 - Displays calendar date for the date the payment request for withdrawal of funds from the Manufacturers' bank account is initiated in MM/DD/YYYY format.
- EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number.
 - Example: CG14011##8H###3.

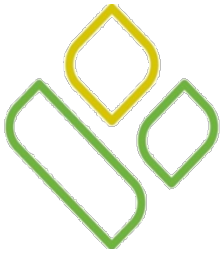
CGDP PORTAL DPP- MANUFACTURERS



PALMETTO GBA®

A CELERIAN GROUP COMPANY

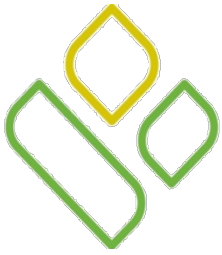
***Completed Tab Functionality
Work Instruction***



CGDP Portal DPP-Manufacturers **Completed Tab Work Instruction**

You have now learned about the different regions and fields available on the **Completed** tab.

In this section of the training session, a high level overview of the steps needed to utilize the **Completed** tab functionality will be presented on the following slides.



CGDP Portal DPP-Manufacturers Completed Filter Search

Select a specific P Number from the drop down list in the P Number field of the **Completed Filter** region.

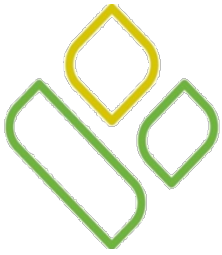
In the following example, the P Number field is populated with P1__8 and the **Completed** tab is active.

The screenshot shows the CMS (Center for Medicare & Medicaid Services) interface for the Palmetto GBA. The 'Completed' tab is selected in the navigation menu. The main heading is 'Manufacturer Portal CGDP Completed Payments' with an 'Invoiced Reporting Period: 201401'. The search filters show 'Corporate ID: XP1__5', 'PNumber: P1__8', and 'Contract: ANY'. A table of completed payments is displayed, and a 'Payment Information' summary box is on the right.

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011__8S5__7
S5__5	226.98	12/19/2014	CG14011__8S5__5
S5__3	87.82	12/19/2014	CG14011__8S5__3
S6__5	1.53	Deferred	CG14011__8S6__5
S8__7	12.55	Deferred	CG14011__8S8__7

Payment Information	
Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60


To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period



CGDP Portal DPP-Manufacturers Deferred Completed Payments

Locate invoice line item(s) with the Payment Date populated with Deferred in the **Completed Transaction** region.

In the following example, the invoice line items of \$18.53, \$1.53, and \$12.55 display with the Payment Date of Deferred.

Contact Us | My Profile | Logout | Help | Reporting

Home Payments Completed Receipts Reports

Manufacturer Portal CGDP Completed Payments

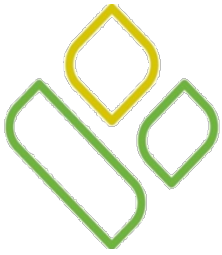
Invoiced Reporting Period: 201401

Corporate ID: XP1__5 PNumber: P1__8 Contract: ANY

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011__8S5__7
S5__5	226.98	12/19/2014	CG14011__8S5__5
S5__3	87.82	12/19/2014	CG14011__8S5__3
S6__5	1.53	Deferred	CG14011__8S6__5
S8__7	12.55	Deferred	CG14011__8S8__7

Payment Information	
Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period



CGDP Portal DPP-Manufacturers Successful Completed Payments

Locate invoice line item(s) with the Payment Date populated with a calendar date, in MM/DD/YYYY format, that payment processing completed.

In the following example, the invoice line items of \$226.98 and \$87.82 display with the completed Payment Date of 12/19/2014.

Manufacturer Portal CGDP Completed Payments Invoiced Reporting Period: 201401

Corporate ID: XP1__5 PNumber: P1__8 Contract: ANY

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011__8S5__7
S5__5	226.98	12/19/2014	CG14011__8S5__5
S5__3	87.82	12/19/2014	CG14011__8S5__3
S6__5	1.53	Deferred	CG14011__8S6__5
S8__7	12.55	Deferred	CG14011__8S8__7

Payment Information	
Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period

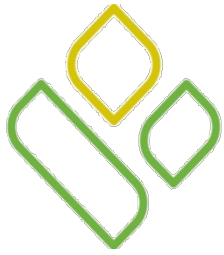
CGDP PORTAL DPP- MANUFACTURERS



PALMETTO GBA®

A CELERIAN GROUP COMPANY

Training Review

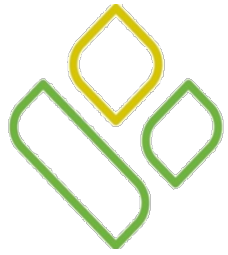


CGDP Portal DPP-Manufacturers –Training Review

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

This training introduced you to the following topics:

1. First look introduction of the **Completed** Tab
2. **Completed** tab Regions
 - **Tabbed region – Completed Payments**
 - **Completed Invoiced Reporting Period region**
 - **Completed Filter region**
 - **Completed Payment Information region**
 - **Completed Transactions region**
3. Work Instruction for utilizing the **Completed Payments** tab functionality



CGDP Portal DPP-Manufacturers – Questions

Questions?

