Coverage Gap Discount Program (CGDP) Manufacturer Portal

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Password: Login The CGDP Portal will be unavailable for scheduled maintenance Sundays from	15-10pm ET.
Please arrange to submit transactions before or after this scheduled mainten	ance period.
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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Portal Reports Users Guide. This guide provides you, the Manufacturer, with information on accessing the CGDP Portal to review and download reports for distributed quarterly and Benefit Year (BY) Closeout invoices.

As a Manufacturer participating in the CGDP (the Program), you have agreed to reimburse Medicare Part D Sponsors advancing the coverage gap discount amounts on behalf of Medicare beneficiaries who received covered Part D drugs while in the coverage gap phase of the Medicare benefit. This guide will assist you in complying with the Program requirements by utilizing the CGDP Portal to review reports associated with distributed invoices.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for CGDP-qualified prescription drug event (PDE) invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's reporting functionality provides Manufacturers the ability to:

- Review invoice line item information in summary (Invoice) and detail (Data) formats.
- Review Tracking reports that provide the history of disputed line item records.
- Review Batch payment reports submitted as part of the payment batch process detailed in the <u>CGDP Manufacturer Portal Payments Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- Review 1099 information pertaining to Sponsors receiving payments as part of the Program.
- Request and review reports that are not available in or have been archived off the Portal, such as Invoice, Data, and Tracking reports, using the Ad Hoc report functionality.

This <u>CGDP Manufacturer Portal Reports Users Guide</u> will provide information on the reporting functions available in the Portal as well as tasked-based instructions for performing report retrieval and review.

CGDP Portal Login

The Portal is a U.S. government information system. To access the Reports functionality, a user must have authorized access to the Portal. Authorized users of the Portal application must adhere to CMS information security policies, standards and procedures.

Once the Portal Login page displays, the Welcome and Site Use warning notification is presented to the authorized user and they are provided with the ability to review the Terms of Use of the application.

To access the Portal, Manufacturers will enter their credential information (User ID and temporary password) provided by the TPA Operations Team. The User ID is the Corporation ID number, which categorizes the information loaded to the Portal. Information is limited to Manufacturer P numbers associated with the Corporation ID only. The TPA provides the initial temporary password to access the Portal to the Manufacturer via email, once the onboarding process is complete.

Detailed login instructions are located in the <u>CGDP Manufacturer Portal Introduction and</u> <u>Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website. Instructions contained within the guide include:

- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the Portal and its tabs and links

Note: Users will not have the ability to view other Manufacturers' data.

To correctly exit out of the Portal, you *must* select the <u>Logout</u> link in the upper right hand corner of the active page.

Note: Failing to select the <u>*Logout*</u> link to exit the system will lock a user out of the Portal for a minimum of 30 minutes.

CGDP Portal Reports

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Each participating Drug Manufacturer receives a quarterly invoice report identifying the payment due to each Part D Sponsor for coverage gap activity that occurred during the quarter. Each Manufacturer receives prescription drug event (PDE)-level information for final action PDEs with a gap discount amount greater than zero. In addition, the reports identify what is Part D Sponsors owe Drug Manufacturers due to PDE deletions and adjustments. All Manufacturer reports appear on the Reports tab of the Portal for review and download.

There are six (6) types of reports available on the Reports tab. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc reports. The Invoice, Data, and Tracking reports are loaded in their original flat file format to the Portal and have report file formats located on the TPAdministrator.com website to assist with reading and understanding the format. The Batch report is presented in the text file format used to load the data to the Portal for processing. The Data, Tracking, and Sponsor 1099 Information reports have data loaded in an Excel spreadsheet formats to display report information for enhanced readability.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles. The **Reports tab** contains five (5) regions.

- 1. Tabbed region displays the tab that is currently active and tabs available for selection.
- 2. **Report Type Selection region** provides a user with six (6) types of reports to view by selecting the corresponding radio button.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Sponsor 1099 Information
 - Ad Hoc
- 3. Current Cutoff Calendar region provides a user with key program dates for proper processing of distributed invoices.
- 4. **Reports Filter region** allows a user to search data listed by the defaulted Corporate ID.
- 5. Reports Filter Results region displays results based on data selected in the Report Type Selection region. Details displayed in this region depend on the report type selection made. Note: To generate Excel reports of the invoices listed on the Payments or Receipts tabs, use the <u>CGDP Portal Reporting Link</u> instructions located in the <u>CGDP Manufacturer Portal Payments Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.

The following sections provide an overview and step-by-step instructions for the reports available on the **Reports** tab.

CGDP Portal – Invoice Reports

The **Reports tab** – **Invoice** allows a user to review distributed invoice information for quarterly and Benefit Year (BY) Closeout invoices.

The Invoice report for quarterly invoices identifies the positive amounts payable by Manufacturers to Part D Sponsors. Negative amounts summarize the payments Manufacturers will receive from Sponsor as a result of adjusted or deleted PDEs from previous quarters. The Invoice report for BY Closeout invoices, the Manufacturer Reimbursement Summary Report, allows identification of amounts owed to Manufacturers for upheld disputes by specific contract and by closed benefit year.

PALMETTO GBA. A CELERIAN GROUP COMPANY A CELERIAN GROUP COMPANY CENTRES FOR MEDICARE A MEDICARE										
1	Home	Payments Comp	pleted Receipts	Reports Dispu	utes					
	Manufacturer Portal CGDP Reports									
2	Report Type	Tracking OBatch	Sponsor 1099 Information	O Ad Hoc	3	Current Cutoff C	alendar			
						Reporting Period	201601			
(4)	Corporate ID P	Number Reporti	a Period Invoice Type	1 - 4 out of 4		Invoice Paid By	06/06/2016			
\sim	VD1 0					Invoice Distribution	04/30/2016			
l	XP1_9		▼ ALL ▼			Dispute Submission	06/30/2016			
						Dispute Distribution	08/29/2016			
5	Invoice Type	P Number	Reporting Period	Date Loaded		Download File	Last Dow	nload Date		
	BY Closeout	P19	2016	06/29/2016		0	06/29/201	6 @ 11:40 AM		
	Quarterly	P19	201504	01/29/2016		0	06/29/201	6 @ 11:33 AM		
	Quarterly	P19	201503	10/29/2015		0				
l	Quarterly	P19	201502	08/26/2015		0				

The **Reports tab – Invoice** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and tabs available for selection. This tabbed region remains available during report type selection.
- 2. Report Type Selection region Invoice provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions of the Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type.
- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- 4. **Reports Filter region Invoice** allows a user to search data listed by the defaulted Corporate ID.
- 5. **Reports Filter Results region Invoice** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Invoice Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Н	ome	Payments	Completed	Receipts	Reports	Disputes
---	-----	----------	-----------	----------	---------	----------

Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

The default selection for the **Report Type Selection region** is <u>Invoice</u> as displayed in this example.

	Donost Tw					
2	Report Typ	<i>ie</i>				
2	Invoice	🔿 Data	○ Tracking	O Batch	O Sponsor 1099 Information	O Ad Hoc

The population of the <u>Invoice</u> radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Descriptions of the <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent sections of this users guide for each report type.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Current Cutoff Calendar					
Reporting Period	201601				
Invoice Paid By	06/06/2016				
Invoice Distribution	04/30/2016				
Dispute Submission	06/30/2016				
Dispute Distribution	08/29/2016				
	Current Cutoff of Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution				

Reports Filter Region – Invoice

The **Reports Filter region** – **Invoice** contains five (5) columns to assist a user with narrowing distributed invoice search criteria.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 4 out of 4
	XP19	ALL 🗸	ALL 🗸	ALL 🗸	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user to select reporting periods using a drop down menu. Quarterly distributed invoices are listed by calendar year and quarter, in YYYYQQ format and BY Closeout invoices are listed by calendar year distributed, in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- E. <u>Item Count</u> column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Invoice

The **Reports Filter Results region – Invoice** displays information requested for quarterly or BY Closeout invoice reports.

The **Reports Filter Results region** – **Invoice** contains six (6) columns used to review information of distributed invoices and allows a user to download the information for review.

_						
5	A Invoice Type	B P Number	C Reporting Period	Date Loaded	E Download File	F Last Download Date
	BY Closeout	P19	2016	06/29/2016	0	06/29/2016 @ 11:40 AM
	Quarterly	P19	201504	01/29/2016	0	06/29/2016 @ 11:33 AM
	Quarterly	P19	201503	10/29/2015	0	
	Quarterly	P19	201502	08/26/2015	0	

- A. <u>Invoice Type</u> column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- B. <u>P Number</u> column displays a specific P number or all P numbers associated with the Corporate ID.
- C. <u>Reporting Period</u> column displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. <u>Date Loaded</u> column displays the date the distributed invoice summary files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> column displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. <u>Last Download Date</u> column displays the last date and time distributed invoice report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Invoice Reports

Accessing Quarterly Invoice Reports

Manufacturers are able to utilize the Portal to view summary reports of invoice line items available for processing. The **Reports tab** – **Invoice** allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed invoices and provides the ability to download the information for review.

This instruction provides direction on accessing the **Reports tab** – **Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review quarterly invoice reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction</u> <u>and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

	Disputos	Conorto	Bocointo	mplotod	C ()	Baymont	-	Hom
	Disputes	Reports	Receipts	npietea	s Col	Payment	e	Home
<u>a</u>	am Home	t Progra	p Discount	verage Ga	l Cov	Porta	urer	nufact
/elcome to Coverage Gap Discount Portal where ou can initiate a payment, check the status of	1 - 17 out of 17		Status	Reporting Period	P Number	ice Type) Invo	orporate ID
ayments and receipt of payments as well as view	J		ALL 🗸	ALL 🗸	ALL 🗸	~	ALL	XP16
or payment functions, start by selecting a line em from the list to the left of this message.		Select	Status	Reporting Period	per	P Numb	rpe	Invoice Ty
		0	Successful	201702	5	P16	/	Quarterly
Available Invoice is ready for payment initiations		0	Successful	201702	7	P17	/	Quarterly
Failed One or more items has an unsuccessful		0	Successful	201702	L	P11	/	Quarterly
payment attempt		0	N/A	2017	5	P16	ut	BY Closeou
complete One or more items have not been paid		\odot	Available	201701	5	P16	/	Quarterly
N/A No invoice due for payment. Receipt of funds due from Manufacturer or		\bigcirc	Available	201701	7	P17	/	Quarterly
Sponsor.		0	Available	201701	L	P11	/	Quarterly
Pending All line items have been initiated		\bigcirc	Incomplete	201604	5	P16	/	Quarterly
successfully		0	Available	201604	7	P17	/	Quarterly
uccessful All line items have been paid successfully		\bigcirc	Available	201604	L	P11	/	Quarterly
		0	Available	201603	5	P16	/	Quarterly
		0	Available	201603	7	P17	/	Quarterly
Reporting Periods with no invoice line items		\bigcirc	Available	201603	L	P11	/	Quarterly
ilter by: ALL V ALL V		0	Available	201602	5	P16	/	Quarterly
		0	Available	201602	7	P17	/	Quarterly
P Number Reporting Period		0	Available	201602	1	P11	1	Quarterly
		0	N/A	2016	5	P16	ut	BY Closeou
P16 201704								
P1_6 201601								
P16 201504								
. 1 201501								

3. On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Invoice**.

PALMETTO GBA		ISAN SERVICES		Contact Us My Profile	<u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XP1_6
Home	Payments Completed	I Receipts	Reports Disputes		
Manufactur	er Portal CG	DP Reports		4	
Invoice O Data	○ Tracking ○ Batch ○ Sp	oonsor 1099 Information	O Ad Hoc	Current Cuto	f Calendar
				Reporting Period	201503
Corporate ID	P Number Reporting Pe	eriod Invoice Type	1 - 6 out of 6	Invoice Paid By	12/09/2015
XP1_6 V	ALL V ALL N	✓ Quarterly ✓		Invoice Distribution	10/31/2015
				Dispute Submission	12/31/2015
				Dispute Distribution	03/01/2016
Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Download Date
XP16	P16	201503	10/29/2015	0	
	P17	201503	10/29/2015	0	11/03/2015 @ 3:51 PM
	P11	201503	10/29/2015	0	11/03/2015 @ 3:52 PM
	P16	201502	08/26/2015	0	09/08/2015 @ 3:47 PM
	P17	201502	08/26/2015	0	09/03/2015 @ 2:44 PM
				0	

4. To view the quarterly invoice summary reports, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Invoice**.

PALMETTO GBA. a celerian group company		Contact Us My Profile	<u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XP1_6						
Home Pa	ayments Completed	Receipts	Reports	Disputes					
Manufacturer Portal CGDP Reports									
Report Type Invoice O Data O	Tracking O Batch O Sp	onsor 1099 Information	n O Ad Hoc		Current Cutof	f Calendar			
					Invoice Paid By	201503			
Corporate ID P	Number Reporting Pe	eriod Invoice Type	1 - 6 0	ut of 6	Invoice Distribution	10/31/2015			
XP1_6 V A	LL 🗸 🛛 ALL 🗸	Quarterly V			Dispute Submission	12/31/2015			
					Dispute Distribution	03/01/2016			
Corporate ID	P Number	Reporting Period	Date Lo	aded	Download File	Last Download Date			
XP16	P16	201503	10/29	/2015					
	P17	201503	10/29	/2015	0	11/03/2015 @ 3:51 PM			
	P11	201503	10/29	/2015	0	11/03/2015 @ 3:52 PM			
	P16	201502	08/26	/2015	0	09/08/2015 @ 3:47 PM			
	P17	201502	08/26	/2015	0	09/03/2015 @ 2:44 PM			
	P11	201502	08/26	/2015	0	09/03/2015 @ 2:44 PM			

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>Cancel</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save P16_201503_invoice_report.txt from apps.tpadministrator.com	? Open	Save	-	Cancel	×
---	--------	------	---	--------	---

6. After selecting the <u>Open</u> button, the text file information for the quarterly invoice summary report output will display.

This example displays an excerpt of a text file for invoice line items.

File Edit Format View Help	_ D _ X
TPAMH2015030000042015102118525610MIVP16	A
TPACH2015030000012015102118525610MIVE04	
BYRH 2015030000012015032015102118525610MIV	
LBLR 2015030000001P16E0400093000000000{0000020506100000205061	
LBLR 201503000002P16E0400172000000000{000000321A0000000321A	
LBLR 2015030000003P16E0459310000001007B0000034750E0000033743C	
LBLR 2015030000004P16E04685460000000000{0000025751D0000025751D	
BYRT 20150300000012015032015102118525610MIV0000004000000000000000813291000000080322G	
TPACT20150300000012015102118525610MIVE0_4000000400000000100780000000813291000000080322G CG15031_	_6E04
TPACH2015030000022015102118525610MIVE22	
BYRH 2015030000012014072015102118525610MIV	
LBLR 2014070000001P16E22593100000000240G000000000000000000000000000	
LBLR 2014070000002P16E22685460000020281D0000012397F0000007883Q	
BYRT 2015030000012014072015102118525610MIV00000020000000020522A0000000012397F000000008124N	
TPACT20150300000022015102118525610MIVE2_20000002000000020522A0000000012397F000000008124N CG15031	6E22

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Invoice** will display the date and time of the last download of the specific quarterly invoices summary report in the <u>Last Download</u> column.

LERIAN GROUP COMPA		ITERS FOR MEDICARE & MEDICA	AID SERVICES			Lo	gged on a
Home	Payments	Completed	Receipts	Reports Dispu	ites		
anufactu	rer Porta	al CGE	OP Reports		1	a	
oort Type Invoice O Data	O Tracking	Batch O Spor	nsor 1099 Information	O Ad Hoc	Current Cutor	ff Calendar	
orporato ID					Reporting Period	201303	
	D Number	Poporting Dori	ind Invoice Type	1 5 1 50	Invoice Paid By	12/09/2015	
	P Number	Reporting Peri	iod Invoice Type	1 - 6 out of 6	Invoice Paid By Invoice Distribution	12/09/2015 10/31/2015	
XP1_6 V	P Number	Reporting Peri	iod Invoice Type Quarterly V	1 - 6 out of 6	Invoice Paid By Invoice Distribution Dispute Submission	12/09/2015 10/31/2015 12/31/2015	
XP1_6 V	P Number	Reporting Peri	Quarterly	1 - 6 out of 6	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	12/09/2015 10/31/2015 12/31/2015 03/01/2016	
XP1_6 V Corporate ID	P Number	Reporting Peri	Invoice Type Quarterly	1 - 6 out of 6	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution Download File	12/09/2015 10/31/2015 12/31/2015 03/01/2016	Date
Corporate ID XP1_6 ✓	P Number ALL V P Ni	ALL V umber 1_6	Invoice Type Quarterly V Reporting Period 201503	1 - 6 out of 6 Date Loaded 10/29/2015	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution Download File	12/09/2015 10/31/2015 12/31/2015 03/01/2016 Last Download D 01/06/2016 @)ate 9:24 AN
Corporate ID XP1_6 V	P Number ALL V P N	ALL V ALL V number 216 217	Invoice Type Quarterly V Reporting Period 201503 201503	1 - 6 out of 6 Date Loaded 10/29/2015 10/29/2015	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution Download File	12/09/2015 10/31/2015 12/31/2015 03/01/2016 Last Download D 01/06/2016 @ 11/03/2015 @)ate 9:24 AM 3:51 PM
Corporate ID XP1_6 V	P Number ALL V P N P P	ALL V	Invoice Type Quarterly V Reporting Period 201503 201503 201503	1 - 6 out of 6 Date Loaded 10/29/2015 10/29/2015 10/29/2015	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution Download File	12/09/2015 10/31/2015 12/31/2015 03/01/2016 01/06/2016 @ 11/03/2015 @ 11/03/2015 @	Date 9:24 AN 3:51 PN 3:52 PN
Corporate ID XP1_6	P Number	ALL V ALL V ALL V P1_6 P1_7 P1_1 P1_6	iod Invoice Type Quarterly v Reporting Period 201503 201503 201502	1 - 6 out of 6 Date Loaded 10/29/2015 10/29/2015 10/29/2015 08/26/2015	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	12/09/2015 10/31/2015 12/31/2015 03/01/2016 01/06/2016 @ 11/03/2015 @ 11/03/2015 @ 09/08/2015 @	Date 9:24 AN 3:51 PN 3:52 PN 3:47 PN
Corporate ID XP1_6	P Number ALL V P N P P P P P	Reporting Period ALL V umber 016 017 011 016 017 016 017	iod Invoice Type Quarterly v Reporting Period 201503 201503 201502 201502	1 - 6 out of 6 Date Loaded 10/29/2015 10/29/2015 08/26/2015 08/26/2015	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	12/09/2015 10/31/2015 12/31/2015 03/01/2016 01/06/2016 @ 11/03/2015 @ 09/08/2015 @ 09/03/2015 @	Date 9:24 AM 3:51 PM 3:52 PM 3:47 PM 2:44 PM

You have now completed accessing quarterly invoice summary reports.

Accessing Benefit Year (BY) Closeout Invoice Reports

Manufacturers are able to utilize the Portal to view BY Closeout invoice summary reports of upheld dispute invoices due from Sponsors. The Manufacturer Reimbursement Summary Report allows Manufacturers to identify any amounts owed from the Sponsor for upheld disputes by specific contracts and by benefit year.

This instruction provides direction on accessing the **Reports tab** – **Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review BY Closeout invoice reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal</u> <u>Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

PALMETTO G A CELERIAN GROUP COME	BA. Conte	CMSS SFOR MEDICARE & MEDICAID SERVI	CES			Contact Us My Profile Logout Help Reporting Logged on as XP1_9 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufactu	rer Porta	Coverage	e Gap Disc	count Pr	ogram Hom	ie 🚊
Corporate ID Invo XP19 ALL	ice Type P Num	Reporting ber Period	Status		1 - 5 out of 5	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.
Invoice Type BY Closeout Quarterly	P Number P19 P19	Reporting Period 2016 201601	<u>Status</u> N/A Available	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	P19 P19 P19	201504 201503 201502	Available Available Available	0		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 N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. Pending All line items have been initiated successfully
						Buccessing Annue items nave been paid successing Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL ALL ALL ALL P Number Reporting Period There is an invoice report for the selected P Number

3. On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Invoice**.

PAL A CELI		A. CENTRES FOR MEDIC	AND CALL STRUCTS			<u>Contact Us</u> <u>My</u>	Profile Logout	Help <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payments Com	pleted Receipts	Reports	Disputes			
	nufactur		CGDP Reports	O Ad Hoc		Current Cutoff (Calendar	
Co	rporate ID XP19	P Number Report	ing Period Invoice Type BY Closeout V	1 - 1 out	t of 1	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	Invoice Type BY Closeout	P Number P1_9	Reporting Period 2016	Date Loa 06/29/20	ded	Download File	Last Down	nload Date

4. To view a specific invoice line item report, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Invoice.**

PAL A CELE	METTO GB		MS DICARE & AMDICAID SERVICES			<u>Contact Us</u> <u>My</u>	<u>Profile Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payments C	ompleted Receipts	Reports	Disputes			
Ma Repo	nufactur	er Portal	CGDP Repo	orts	-	Current Cutoff	Calendar)
Cor	voice O Data porate ID KP19	O Tracking O Batcl P Number Report ALL I	O Sponsor 1099 Infor orting Period Invoice LL BY Closed	Type 1-	1 out of 1	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	Invoice Type BY Closeout	P Number P1_9	Reporting Peri 2016	od Date 06/2	Loaded 9/2016	Download File	Last Dow	vnload Date

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open to view the data in text file format</u>
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P1_9_2016_invoice_report.txt from a70lppaltedi003.a70adexmed.com? Open Save 🔻 Cancel 🗙

6. After selecting the <u>Open</u> button, the text file information for the invoice line item will display.

This example displays an excerpt of a text file for BY Closeout invoice line items.

P1_9_2016_invoice_report.txt - Notepad	
File Edit Format View Help	
ТРАМН20160000012016040413103512им5P19	A
TPACH20160000012016040413103512UMSH38	
BYRH 201600000120122016040413103512UM5	
LBLR 20120000001P19H38009000000300{0000000000000000000000000	
BYRT 2016000000120122016040413103512UM5000000000000000000000000000000000000	
TPACT201600000012016040413103512UMSH3_80000000001000000000000000000000000000	=
TPACH20160000022016040413103512UMSH37	
BYRH 201600000120122016040413103512um5	
LBLR 20120000001P1_9H3_700_9000000367{000000000{000000367}	
BYRT 2016000000120122016040413103512UM500000000000000000000367{0000000000000000	
TPACT201600000022016040413103512UMSH3_7000000000100000000367{000000000000000000000367}UD20161_9H3_7	
TPAMT201600000012016040413103512UMSP190000000000000000000667{0000000000000000	-

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Invoice** will display the date and time of the last download of the specific BY Closeout report in the <u>Last Download</u> column.

PAL A CELE		A. 🤇		S D SERVICES			<u>Contact Us</u> <u>My</u>	Profile Logout	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payments	Completed	Receipts	Reports	Disputes			
Ma Repo	nufactur rt Type voice O Data	• Er Por	Batch O Spons	P Reports	on O Ad Hoc		Current Cutoff (Calendar	
Cor	rporate ID XP1 <u>9</u>	P Number	Reporting Perio	d Invoice Type BY Closeout 🗸	1 -	1 out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	Invoice Type BY Closeout	P N P	umber Re 19	porting Period 2016	Date 06/2	Loaded 9/2016	Download File	Last Dov 06/29/201	vnload Date 6 @ 11:40 AM

You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal – Data Reports

The **Reports tab** – **Data** allows a user to review detail information on distributed invoices for quarterly and BY Closeout invoices.

	PALMETTO A CELERIAN GROUP C	GBA:	CENTERS FOR MEDICARE & MED	IS DICAID SERVICES			<u>Co</u>	ontact Us <u>My Profile</u>	e <u>Logout</u>	Help Reporting Logged on as XHK7 Test Environment
1	Home	Payme	nts Completed	d Receipts	Reports	Disputes				
	Manufac	turer P	ortal CG	DP Repor	ts			2		
2	Report Type	ata O Track	ing OBatch OSp	onsor 1099 Inform	ation O Ad Hoc	3	Cur Reporting	rent Cutoff Calend Period	ar 201601	
4	Corporate ID	P Num	ber Reporting Pe	eriod Invoice Ty	pe 1-1	l out of 1	Invoice Pa	id By 06/	/06/2016	
	XP19	ALL	V ALL N	ALL	×		Dispute Si	ubmission 06/	(30/2016	
, I							Dispute Di	stribution 08/	/29/2016	
5	Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Re Downloade	port ed Date	Download Spreadsheet	Last S Downl	preadsheet loaded Date
	BY Closeout	P19	2016	06/29/2016	0			0		
	Quarterly	P19	201504	01/29/2016	0			0		
	Quarterly	P19	201503	10/29/2015	0			0		
	Quarterly	P1_9	201502	08/20/2015	0			0		

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Data** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
- Report Type Selection region Data provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions of the <u>Tracking</u>, <u>Batch</u>, <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent instructional sections of the manual for each report type. Description and instruction of the <u>Invoice</u> report type is located in the previous section.
- 3. **Current Cutoff Calendar region** provides user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Data** allows a user to search for data listed by the defaulted Corporate ID or P number.
- Reports Filter Results region Data displays results based on data selected in the Report Type Selection region. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Data Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

(1) Home Payments Completed Receipts Reports	Disputes
--	----------

Report Type Selection Region – Data

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Data</u> radio button.

2	Report Type				
2	🔾 Invoice 🚺 Data	O Tracking	O Batch	○ Sponsor 1099 Information	O Ad Hoc

The population of the <u>Data</u> radio button provides a user with reports containing quarterly or BY Closeout detail information of the PDE's data combined to create the total invoice line item amount distributed to the Manufacturer.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3)	Current Cutoff Calendar						
	Reporting Period	201601					
	Invoice Paid By	06/06/2016					
	Invoice Distribution	04/30/2016					
	Dispute Submission	06/30/2016					
	Dispute Distribution	08/29/2016					

Reports Filter Region – Data

The **Reports Filter region** – **Data** contains five (5) fields to assist a user with narrowing invoice line item data search criteria.

(4)	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 2 out of 2
	XP19	ALL 🗸	ALL 🗸	ALL 🗸	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for quarterly distributed invoices by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoice reports, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- E. <u>Item Count</u> column displays the number of line items displayed on the current page of the total number of line items included for the reporting period

Reports Filter Results Region – Data

The **Reports Filter Results region** – **Data** displays information requested for data reports and contains eight (8) columns that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

5	^A Invoice Type	^B P Number ^C	Reporting Period	Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
	BY Closeout	P19	2016	06/29/2016	0			
	Quarterly	P19	201504	01/29/2016	0		0	
	Quarterly	P19	201503	10/29/2015	0		0	
	Quarterly	P19	201502	08/26/2015	0		0	

- A. <u>Invoice Type</u> column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- B. <u>P Number</u> column displays a specific P number or all P numbers associated with the Corporate ID and based on the criteria selected in the **Reports Filter region Data**.
- C. <u>Reporting Period</u> column displays the distributed invoice summary by reporting period, in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. <u>Date Loaded</u> column displays the date the distributed invoice detail files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in text file format.
- F. <u>Last Report Downloaded Date</u> column displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

- G. <u>Download Spreadsheet</u> column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.
- H. <u>Last Spreadsheet Downloaded Date</u> column displays the last date and time distributed spreadsheet invoice summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Data Reports

Accessing Quarterly Invoice Data Reports

Manufacturers are able to utilize the Portal to view detailed data reports for distributed invoice line items. The **Reports tab** – **Data** provides a user with reports containing detail information of the PDE's combined to create the total invoice line item amount distributed to the Manufacturer.

This instruction provides direction on accessing the **Reports tab** – **Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review quarterly invoice data reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal</u> <u>Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

	Disputes	Reports	Receipts F	mpleted	s Co	Payments	e	Home
<u>a</u>	am Home	t Progra	p Discount	/erage Ga		Portal	urer	nufact
Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of	1 - 17 out of 17		Status	Reporting Period	P Number	ice Type	Invo	orporate ID
payments and receipt of payments as well as view your reports.			ALL 🗸	ALL 🗸	ALL 🗸	~	ALL	XP16
For payment functions, start by selecting a line item from the list to the left of this message.		Select	Status	Reporting Period	ber	P Numb	pe	Invoice Ty
		\bigcirc	Successful	201702	6	P16		Quarterly
Available Invoice is ready for payment initiations		\odot	Successful	201702	7	P17		Quarterly
Failed One or more items has an unsuccessful		\odot	Successful	201702	1	P11	Quarterly P1.	
payment attempt		\odot	N/A	2017	6	P16	ut	BY Closeou
Incomplete One or more items have not been paid	le O Incomplete One or more items I					P16		Quarterly
N/A No invoice due for payment. Receipt of funds due from Mapufacturer or		\bigcirc	Available	201701	7	P17		Quarterly
Sponsor.		\odot	Available	201701	1	P11		Quarterly
Pending All line items have been initiated		\odot	Incomplete	201604	6	P16		Quarterly
successfully		\odot	Available	201604	7	P17		Quarterly
Successful All line items have been paid successfully		\bigcirc	Available	201604	1	P11		Quarterly
		\odot	Available	201603	6	P16		Quarterly
		\odot	Available	201603	7	P17		Quarterly
Reporting Periods with no invoice line items		\odot	Available	201603	1	P11		Quarterly
Filter by: ALL V ALL V		\bigcirc	Available	201602	6	P16		Quarterly
		\circ	Available	201602	7	P17		Quarterly
P Number Reporting Period		\bigcirc	Available	201602	1	P11		Quarterly
		0	N/A	2016	6	P16	ut	BY Closeou
P16 201704								
P10 201703								
P16 201504								
D1 6 201503								

3. On the **Reports** tab, populate the <u>Data</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Data**.

PALMETTO GBA. A CELERIAN GROUP COMPANY Homo Powersto Completed Descripto Descripto Dispute												
	Home	Payments	Completed	Receipts	s Repo	orts	Disputes					
Manı	ıfactu	rer Por	tal CG	DP Repo	orts				2			
Report 1 O Invoid	r ype ce OData	○ Tracking	○ Batch ○ Sp	onsor 1099 Info	rmation O Ad H	Hoc] [C Reportin	urrent Cutoff Ca	alendar 201503		
Corpor XP1_	ate ID _6 ∨	P Number	Reporting Pe	riod Invoice	Туре	1 - 6 out of 6		Invoice Invoice	Paid By Distribution Submission	12/09/2015 10/31/2015 12/31/2015		
								Dispute	Distribution	03/01/2016		
Corpor	ate ID	P Number	Reporting Period	Date Loaded	Download File	Las Downl	t Report oaded D	ate	Download Spreadsheet	Last Spre Download	adsheet led Date	
3	XP16	P16	201503	10/29/2015	0				0			
		P17	201503	10/29/2015	0	11/03/20	15 @ 3:	56 PM	0			
		P11	201503	10/29/2015	0	11/03/20	15 @ 3:	57 PM	0			
		P16	201502	08/26/2015	0	09/03/20	15 @ 2:4	45 PM	0			
		P1_7	201502	08/26/2015	0	09/03/20	15 @ 2:4	47 PM	0	09/02/2015	@ 11:57 AM	
		P11	201502	08/26/2015	0	09/03/20	15 @ 2:4	48 PM	0	09/02/2015	@ 11:57 AM	

4. To view the detail invoice line item report in a text file format, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results** region – Data.

PAL A CELE		BBA.	CCN NTERS FOR MEDICARE & MEE	S HCAID SERVICES				Contact Us <u>My P</u>	rofile <u>Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as X_7
	Home	Payments	Completed	Receipt	s Repo	orts Di	sputes			
Mai	nufactu	urer Port	al CG	DP Repo	orts			2		
OIn	voice Dat	a O Tracking 🤇	🔾 Batch 🛛 Sp	onsor 1099 Info	ormation O Ad H	Hoc	C	urrent Cutoff Ca	alendar	
Cor	P1_6 ∨	P Number	Reporting Pe	riod Invoice Quarterly	Туре	1 - 6 out of 6	Reportin Invoice Invoice Dispute Dispute	ng Period Paid By Distribution Submission Distribution	201503 12/09/2015 10/31/2015 12/31/2015 03/01/2016	
Cor	porate ID	P Number	Reporting Period	Date Loaded	Download File	Last I Downloa	Report ded Date	Download Spreadsheet	Last Spre Download	adsheet led Date
	XP16	P16	201503	10/29/2015	$\overline{\bullet}$			0		
		P17	201503	10/29/2015	0	11/03/2015	5 @ 3:56 PM	0		
		P11	201503	10/29/2015	0	11/03/2015	5 @ 3:57 PM	0		
		P16	201502	08/26/2015	0	09/03/2015	@ 2:45 PM	0		
		P17 P11	201502 201502	08/26/2015 08/26/2015	0	09/03/2015	5 @ 2:47 PM 5 @ 2:48 PM	0	09/02/2015 09/02/2015	@ 11:57 AM @ 11:57 AM

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>Cancel</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P16_201503_detail_report.txt from apps.tpadministrator.com	? Open	Save	•	Cancel	х
--	--------	------	---	--------	---

6. After selecting the <u>Open</u> button, the text file information for the invoice line item will display.

File Edit Format View Help		
TPAMH20150300000042015102114572310MDTP16		·
TPALH20150300000012012152015102114572310MDT00093		
DETCG2012150000001000930000003533105620120300093947753	00000097216500030000030000201208060117	000000026{000000000{00000026}201203201503
DETCG20121500000020009300000004372355220120400093206098	00000072694902030000030000201212070110	0000000644E0000000000{000000644N201204201503
DETCG2012150000003000930000004382290120121300093204756	00000653459605030000030000201209010116	000000000{00000035{00000035{201501201503
DETCG2012150000004000930000004382324120121300093204756	00000654857000030000030000201211010116	000000000{00000035{00000035{201501201503
DETCG2012150000005000930000004382368620121300093204756	00000654857001030000030000201212090116	000000000{00000035{00000035{201501201503
DETCG2012150000006000930000004649308320120600093204705	000009242177010280000028000201210040112	000000063A0000000000{00000063J201302201503
DETCG20121500000070009300000004696311120120400093215801	00000111556100030000030000201212050118	000000060{000000000{00000060}201204201503
DETCG2012150000008000930000004910097420120400093204698	00000087078500090000090000201210050119	0000001732E0000002480g000000748B201204201503
DETCG20150300422306854600000014214060600000068546022956	00000625859200090000090000201506180113	0000000000{000007023A0000007023A000000201503
TPALT20150300000212015032015102114572310MDT6854600422300010815	9704I0158428311E0147608606F	
TPAMT20150300000042015102114572310MDTP1600430173000001560718	30A0000345053079D0000329445899C	*

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Report Downloaded Date</u> column.

PAL A CELI			CINERS FOR MEDICARE & MEDI	S ICAID SERVICES				<u>c</u>	Contact Us <u>My P</u>	rofile Logout	Help Reporting Logged on as X_7
	Home	Payments	Completed	Receipts	Repo	rts	Disputes				
Ма	nufactu	rer Por	t <mark>al</mark> CG	DP Repor	ts						
C Ir	ort Type nvoice Data	○ Tracking	○ Batch ○ Sp	onsor 1099 Inform	ation O Ad H	loc		Cu	urrent Cutoff Ca	lendar	
Co	rporate ID	P Number	Reporting Pe	riod Invoice Tv	pe	1 - 6 out of	6 1	eporun nvoice P	g Period Paid By	12/09/2015	
	(P1 6 V		ALL	Quarterly	▼		I	nvoice [Distribution	10/31/2015	
								ispute :	Submission Distribution	12/31/2015	
							Ľ	hapate	Distribution	03/01/2010	
Coi	porate ID	P Number	Reporting Period	Date Loaded Do	wnload File	Las Down	st Report loaded Da	te	Download Spreadsheet	Last Spre Download	adsheet led Date
	XP16	P16	201503	10/29/2015	0	11/03/20	015 @ 3:53	B PM	0		
		P17	201503	10/29/2015	0	11/03/20	015 @ 3:56	5 PM	0		
		P11	201503	10/29/2015	0	11/03/20	015 @ 3:57	7 PM	0		
		P16	201502	08/26/2015	\bigcirc	09/03/20	015 @ 2:45	5 PM	0		
		P1_7	201502	08/26/2015	0	09/03/20	015 @ 2:47	7 PM	0	09/02/2015	@ 11:57 AM
		P11	201502	08/26/2015	\bigcirc	09/03/20	015 @ 2:48	B PM	0	09/02/2015	@ 11:57 AM

9. To view the detail invoice line item report in an Excel spreadsheet format, populate the <u>Download Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

PALMETT A CELERIAN GROU	A CELERIAN GROUP COMPANY													
Hom	e Payments	Completed	Receipts	Repo	orts	Disputes								
Manufa	cturer Por	tal CG	DP Repo	orts			2							
Report Type O Invoice	Current Cutoff Calendar Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc Current Cutoff Calendar Reporting Period 201503													
Corporate I	D P Number	Reporting Pe	riod Invoice	Туре 🗸	1 - 6 out of 6		voice Paid By voice Distribution	12/09/2015 10/31/2015 12/31/2015						
						Dis	spute Distribution	03/01/2016						
Corporate 1	ID P Number	Reporting Period	Date Loaded I	Download File	Las Downl	t Report loaded Date	Download Spreadsheet	Last Spre Download	adsheet Jed Date					
XP1_	_6 P16	201503	10/29/2015	0	11/03/20	015 @ 3:53	РМ							
	P17	201503	10/29/2015	0	11/03/20)15 @ 3:56	PM O							
	P11	201503	10/29/2015	0	11/03/20	015 @ 3:57	рм О							
	P16	201502	08/26/2015	0	09/03/20	015 @ 2:45	рм О							
	P1_7	201502	08/26/2015	0	09/03/20	015 @ 2:47	рм О	09/02/2015	@ 11:57 AM					
L	P11	201502	08/26/2015	0	09/03/20	015 @ 2:48	PM O	09/02/2015	@ 11:57 AM					

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.



- 11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen:
 - <u>Open</u> to view the data in Excel spreadsheet format
 - <u>Save</u> to save the data in Excel spreadsheet format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P16_201503_readable_detail_report.xlsx from a70lppaltedi003.a70adexmed.com?	Open	Save 🔻	Cancel	×

12. After selecting the <u>Open</u> button, an Excel spreadsheet containing the invoice line item summary will display.

_		2	1	~									
F	ile Home In:	sert Page Lay	out Formul	as Data	Review	View							۵ 🕜 🗆 🗗 🔀
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	MANUFACTURER	CURRENT	LABELER	RECORD	REPORT ID	SEQUENCE	DETAIL REF NUMBER	PREVIOUS	PRODUCT	PRESCRIPTION	FILL NUMBER	DAYS SUPPLY	QUANTITY [
	P-NUMBER	REPORTING	CODE	TYPE CODE	(pos 6-11)	NO	(pos 19-38)	REPORT ID	SERVICE ID	SERVICE	(pos 76-77)	(pos 78-80)	DISPENSED S
	(pos 38-42)	PERIOD	(pos 44-48)	(pos 1-5)		(pos 12-18)		(pos 39-44)	(pos 45-63)	REFERENCE NO			(pos 81-90) (
1		(pos 6-11)								(pos 64-75)			
2	P16	201503	00093	DETCG	201215	0000001	00093000000035331056	201203	00093947753	000000972165	00	030	30.000 2
3	P16	201503	00093	DETCG	201215	0000002	0009300000043723552	201204	00093206098	000000726949	02	030	30.000 2
4	P16	201503	00093	DETCG	201215	0000003	00093000000043822901	201213	00093204756	000006534596	05	030	30.000 2
5	P16	201503	00093	DETCG	201215	0000004	00093000000043823241	201213	00093204756	000006548570	00	030	30.000 2
6	P16	201503	00093	DETCG	201215	0000005	0009300000043823686	201213	00093204756	000006548570	01	030	30.000 2
7	P16	201503	00093	DETCG	201215	0000006	00093000000046493083	201206	00093204705	000009242177	01	028	28.000 2
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Rea													

- 13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.
- 14. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Spreadsheet Downloaded Date</u> column.

PALMETTO (a celerian group co	GBA.	CINERS FOR MEDICARE & MED	S ACAID SERVICES				<u>Contact Us My F</u>	Profile Logout	<u>Help</u> <u>Reporting</u> Logged on as X7
Home	Payments	Completed	Receipts	Rep	orts	Disputes			
Manufact	urer Port	al CG	DP Repo	orts			<u> </u>		
C Invoice	ta O Tracking	OBatch OSp	onsor 1099 Infor	mation O Ad H	loc] Report	Current Cutoff C	alendar 201503	
Corporate ID	P Number ALL V	Reporting Pe	riod Invoice	Type V	1 - 6 out of 6	Invoic Invoic Disput Disput	e Paid By e Distribution e Submission e Distribution	12/09/2015 10/31/2015 12/31/2015 03/01/2016	
Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Las Downle	t Report baded Date	Download Spreadsheet	Last Spre Download	adsheet led Date
XP16	P16	201503	10/29/2015	0	11/03/20	15 @ 3:53 PM	0	01/19/2016	@ 6:47 PM
	P17	201503	10/29/2015	0	11/03/20	15 @ 3:56 PM	0		
	P11	201503	10/29/2015	0	11/03/20	15 @ 3:57 PM	0		
	P16	201502	08/26/2015	0	09/03/20	15 @ 2:45 PM	0		
	P1_7	201502	08/26/2015	0	09/03/20	15 @ 2:47 PM	0	09/02/2015	@ 11:57 AM
	P11	201502	08/26/2015	0	09/03/20	15 @ 2:48 PM	0	09/02/2015	@ 11:57 AM

You have now completed accessing detail invoice line item data reports.

Accessing Benefit Year (BY) Closeout Data Reports

Manufacturers are able to utilize the Portal to view detail data reports for BY Closeout invoice line items. The Manufacturer Reimbursement Detail Report only reports on upheld disputes in which the action taken by the Sponsor to resolve the dispute resulted in a partial or full repayment of the disputed gap discount amount and the respective gap discount amount has not been previously invoiced for Sponsor payment to the Manufacturer.

This instruction provides direction on accessing the **Reports tab** – **Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review BY Closeout invoice data reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal</u> <u>Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

PALMETTO G		S FOR MEDICARE & MEDICAID SERVI	CES			Contact Us My Profile Logout Help Reporting Logged on as XP1_9 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufactu	irer Porta	Coverag	e Gap Disc	count Pr	ogram Hom	e 🚊
Corporate ID Invo XP19 ALL	ice Type P Numl	Reporting per Period	Status		1 - 5 out of 5	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
Invoice Type BY Closeout Quarterly	P Number P19 P19	Reporting Period 2016 201601	<u>Status</u> N/A Available	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	P1 <u>9</u> P1 <u>9</u> P1 <u>9</u>	201504 201503 201502	Available Available Available	0		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
						N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. Pending All line items have been initiated successfully Successful All line items have been paid successfully
						Periods with no invoice line items Filter by: P Number Reporting Period ALL ALL ALL
						P Number Reporting Period There is an invoice report for the selected P Number

On the **Reports** tab, populate the <u>Data</u> radio button in the **Report Type Selection region** and select the specific <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Data**.

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	Home	Payme	nts Completed	Receipts	Reports	Disputes				
Ma	nufact	turer P	ortal CG	DP Repor	ts					
	voice 💽 D	ata 🔿 Track	ing OBatch OSp	onsor 1099 Informa	ation O Ad Hoc		Cur Reporting	rent Cutoff Calen Period	dar 201601	
Cor	rporate ID (P1_9 🗸	P Numl ALL	Per Reporting Pe	riod Invoice Typ	pe 1-:	L out of 1	Invoice Pai Invoice Dis Dispute Su Dispute Dis	id By 0 stribution 0- Ibmission 0 stribution 0	6/06/2016 4/30/2016 6/30/2016 8/29/2016	
Invo	ice Type	P Number	Reporting Period	Date Loaded	Download File	Last Re Download	eport ed Date	Download Spreadsheet	Last Dowr	Spreadsheet nloaded Date
BY	Closeout	P19	2016	06/29/2016	0			0		

 To view a specific detail invoice line item report in a text file format, populate the <u>Download</u> <u>File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results** region – Data.

PAL A CELER		GBA: OMPANY	CENTERS FOR MEDICARE & MED	S ACAID SERVICES			<u>Co</u>	ntact Us My Pr	ofile <u>Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payme	nts Completed	Receipts	Reports	Disputes				
Mar	nufact	turer P	ortal CG	DP Repor	ts			2		
C Inv	rt Type voice ①D	ata 🔿 Track	ing OBatch OSp	onsor 1099 Informa	ation O Ad Hoc		Curr Reporting F	rent Cutoff Cale Period	endar 201601	
Cor	porate ID P1_9 🗸	P Numl ALL	er Reporting Pe	riod Invoice Typ BY Closeout	pe 1-:	L out of 1	Invoice Pai Invoice Dis Dispute Su Dispute Dis	d By tribution bmission stribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
Invo	ice Type	P Number	Reporting Period	Date Loaded	Download File	Last Re Download	eport ed Date	Download Spreadshee	Last t Dowr	Spreadsheet Noaded Date
BY (Closeout	P19	2016	06/29/2016				0		

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save P19_2016_detail_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save	¥	Cancel	х

6. After selecting the <u>Open</u> button, the text file information for the invoice line item will display.

P1 9_2016_detail_report.txt - Notepad	x
File Edit Format View Help	
TPAMH20160000012016032310030612UMDP19	
TPALH201600000120122016032310030612UMD009	
DETMD000000100_9633910 000006192272020010000015000201212010118 0000001326G000000000	Ξ
{00000013269201204004 DETMD000000200_9643910 000003571290070280000012000201206070116 0000000150{0000000000000000000000000000	
TPALT2016000000120122016032310030612UMD00_9000000000200000001476G0000000000000000000001476P	
TPAMT20160000012016032310030612UMDP190000000000000000001476g0000000000000000000001476p	
	Ψ.

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Report Downloaded Date</u> column.

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	Home	Payme	ents Completed	Receipts	Reports	Disputes				
Ма	nufac	turer P	ortal CG	DP Report	ts			4		
C In	voice	ata O Track	king 🔿 Batch 🔿 Spo	onsor 1099 Informa	ation O Ad Hoc		Curr Reporting F	rent Cutoff Calen Period	dar 201601	
Co	rporate ID XP1 <u>9</u> ✓	P Numl ALL	ber Reporting Pe	riod Invoice Typ BY Closeout	ve 1-	1 out of 1	Invoice Pai Invoice Dis Dispute Su	d By 04 tribution 04 bmission 04	5/06/2016 4/30/2016 5/30/2016	
							Dispute Dis		8/29/2016]
Invo	oice Type	P Number	Reporting Period	Date Loaded	Download File	Last Re Download	eport led Date	Download Spreadsheet	Last : Dowr	Spreadsheet nloaded Date
BY	Closeout	P19	2016	06/29/2016	0	06/29/2016 (0 10:29 AM	0		

9. To view a specific detail invoice line item report in an Excel spreadsheet format, populate the <u>Download Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

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	Home	Payme	nts Completed	d Receipts	Reports	Disputes				
Ma	nufac	turer P	ortal CG	DP Repor	ts			2		
	nvoice 💽 D	ata O Track	king OBatch OSp	onsor 1099 Inform	ation O Ad Hoc		Curr Reporting P	ent Cutoff Calen	dar 201601	
C	XP1_9 V	P Numb ALL	ber Reporting Pe	Priod Invoice Type BY Closeout	pe 1-	1 out of 1	Invoice Paie Invoice Dis Dispute Sul Dispute Dis	d By 00 tribution 0- omission 00 tribution 08	5/06/2016 4/30/2016 5/30/2016 8/29/2016	
Inv	oice Type	P Number	Reporting Period	Date Loaded	Download File	Last Ro Download	eport led Date	Download Spreadsheet	Last Dowr	Spreadsheet Iloaded Date
B	' Closeout	P19	2016	06/29/2016	0	06/29/2016 (0 10:29 AM			

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

Select Spreadsheet Section - Internet Explorer
https://apps.tpadministrator.com/tpacgdp/SpreadsheetSelectionServlet
Due to the large volume of data needed to generate this report, the most efficient option at this time is to download the report in sections. Please select each section from the list below. Section 2 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9

- 11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen:
 - <u>Open</u> to view the data in Excel spreadsheet format
 - <u>Save</u> to save the data in Excel spreadsheet format
 - <u>Cancel</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P19_2016_readable_detail_report.xlsx from a70lppaltedi003.a70adexmed.com?	Open	Save	Cancel	x
Do you want to open or save P1_9_2016_readable_detail_report.xisx from a/0ippaited/003.a/0adexmed.com	Open	Save	Cancel	

12. After selecting the *Open* button, an Excel spreadsheet containing the invoice line item summary will display.

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	A	В	С	D	E	F	G	н	1	J	К	L	М	N	0	Р	Q	R	E
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	MANUFACTURER	REPORT	LABELER	RECORD	SEQUENCE	PRODUCT	PRESCRIPTION	FILL	DAYS	QUANTITY	DATE OF	SERVICE	SERVICE	REPORTED	REPORTED	UPHELD DISPUTE	DISPUTED	DISPUTE	
	P-NUMBER	YEAR	CODE	ТҮРЕ	NO	SERVICE ID	SERVICE	NUMBER	SUPPLY	DISPENSED	SERVICE	PROVIDER	PROVIDER	GAP	GAP	REIMBURSEMENT	REPORT ID	REASON	
	(pos 36-40)	(pos 6-9)	(pos 40-	CODE	(pos 6-12)	(pos 13-31)	REFERENCE NO	(pos 44-45)	(pos 46-48)	(pos 49-58)	(pos 59-66)	ID	ID	DISCOUNT	DISCOUNT	AMOUNT	(pos 117-	CODE	
			44)	(pos 1-			(pos 32-43)					QUALIFIER	(pos 69-83)	PREVIOUS	CURRENT	(pos 106-116)	122)	(pos 123-	
				5)								(pos 67-68)		AMOUNT	AMOUNT			125)	
1														(pos 84-94)	(pos 95-105)				
2	P1_9	2016	00_9	DETMD	0000001	00_9633910	000006192272	02	001	15.000	20121201	01	18	132.67	0.00	(132.67)	201204	D04	
3	P1_9	2016	00_9	DETMD	0000002	00_9643910	000003571290	07	028	12.000	20120607	01	16	15.00	0.00	(15.00)	201202	D04	
4																			V
14	K ↔ H DETAIL REPORT (page 1) / 2																		
Re	Ready I 100% O O O O																		

- 13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.
- 14. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Spreadsheet Downloaded Date</u> column.

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	Home	Payme	ents Completed	Receipts	Reports	Disputes				
Ma	nufac	turer P	ortal CG	DP Repor	ts			2		
Rep O I	ort Type invoice 💽 D	ata O Track	king OBatch OSp	onsor 1099 Inform	ation O Ad Hoc		Curr Reporting P	ent Cutoff Calen	dar 201601	
С	orporate ID XP1_9 🗸	P Numl ALL	ber Reporting Pe	eriod Invoice Typ BY Closeout	pe 1-	1 out of 1	Invoice Paid Invoice Dist Dispute Sub Dispute Dis	d By 00 tribution 04 pmission 00 tribution 04	5/06/2016 4/30/2016 5/30/2016 8/29/2016	
Inv	voice Type 7 Closeout	P Number	Reporting Period	Date Loaded 06/29/2016	Download File	Last Ro Download	eport led Date @ 11:40 AM	Download Spreadsheet O	Last : Dowr 06/29/20	Spreadsheet Iloaded Date

You have now completed accessing BY Closeout detail data reports.

CGDP Portal – Tracking Reports

The **Reports tab** – **Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout reports that provide the status of all upheld disputes for the closed benefit year.

The Upheld Dispute Tracking Report for Manufacturers is a report that will provide the Manufacturer with the status of invoiced PDEs that were disputed and subsequently upheld. The purpose of the report is to inform Manufacturers of any adjustment or deletion activity undertaken by the Sponsor in response to the upheld dispute.

As a reminder, Manufacturers should consider that not all adjustments to a PDE record in response to an upheld dispute will result in a full or even partial reimbursement of the gap discount to the Manufacturer. Part D Sponsors can make changes to both financial and/or non-financial elements on the PDE record to resolve the issue that led to the successfully disputed PDE, for example through an adjustment to a field such as Fill Number, Days' Supply or Quantity Dispensed on the PDE record. This type of resolution may or may not result in the Manufacturer receiving the gap discount amount back.

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1	Home	Payments	Completed	Receipts	Reports	Disputes				
2			CGDI	P Reports		(3	Current Cu	🚊 toff Calendar	r	
4	Corporate ID XP1_9	P Number	Reporting Period	Invoice Type BY Closeout	1 - 1	out of 1	Reporting Period Invoice Paid By Invoice Distribution Dispute Submissio Dispute Distribution	06/0 n 04/3 n 06/3 n 08/2	201601 6/2016 0/2016 0/2016 9/2016	
5	Invoice Type BY Closeout		P Number P19	Reporting ID 2016	Date 06/1	Loaded 4/2016	Download File	L 06	ast Down 5/29/2016	load Date @ 2:33 PM

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab** – **Tracking** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and the tabs available for selection. This tabbed region remains the same during report type selection.
- Report Type Selection region Tracking provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

Note: Descriptions of the <u>Batch</u>, <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent instructional sections of the manual for each report type. Descriptions and instructions of the <u>Invoice</u> and <u>Data</u> report types are located in prior sections.

- 3. Current Cutoff Calendar region provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- 4. **Reports Filter region Tracking** allows the user to search data listed by the defaulted Corporate ID.

5. **Reports Filter Results region – Tracking** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Reports – Tracking functionality.

Tabbed Region - Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region - Tracking

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Tracking</u> radio button.

	Poport Tv				
2	Reporting				
4	O	0	0	0	0.1.1.1
		U Data	Batch	Sponsor 1099 Information	O Ad Hoc
		0 0 0 0 0	 - Daten	o opender 10000 internation	- / la / lo u

The population of the <u>Tracking</u> radio button allows a user to select and view distributed invoice line reports.

The Tracking report will provide Drug Manufacturers the history of gap discounts invoiced in Q17 which were successfully disputed but not invoiced to Sponsors as due to the Drug Manufacturer in any invoicing cycle after Q17. The Tracking report will also provide changes that Part D Sponsors make to non-financial data on disputed PDE records if that change resolves the issue that was the basis for the upheld dispute for the benefit year. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff Calendar						
	Reporting Period	201601					
	Invoice Paid By	06/06/2016					
	Invoice Distribution	04/30/2016					
	Dispute Submission	06/30/2016					
	Dispute Distribution	08/29/2016					

Reports Filter Region – Tracking

The **Reports Filter region** – **Tracking** contains five (5) fields to assist a user with narrowing distributed invoice search criteria.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 1 out of 1
	XP19	ALL 🗸	ALL 🗸	BY Closeout∨	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for distributed BY Closeout invoices by calendar year in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice report to view from the drop down menu. The <u>Invoice Type</u> field defaults to BY Closeout.
- E. <u>Item Count</u> column displays the number of tracking report line items appearing on the current page of the total number of tracking reports included for the reporting period.

Reports Filter Results Region – Tracking

The **Reports Filter Results region - Tracking** displays information requested for tracking reports.

The **Report Filter Results region** – **Tracking** contains six (6) columns used to review the BY Closeout benefit year reports that provide the status of each gap discount PDE saved in the CMS database and allows the user to download the information for review.

5	A Invoice Type	B P Number	C Reporting ID	D Date Loaded	E Download File	F Last Download Date
	BY Closeout	P19	2016	06/14/2016	0	06/29/2016 @ 2:33 PM

- A. <u>Invoice Type</u> column displays the type of invoice selected in the **Reports Filter** region and defaults to BY Closeout.
- B. <u>P Number</u> column displays a specific P number or all P numbers associated with the Corporate ID.
- C. <u>Reporting ID</u> column displays distributed BY Closeout tracking report by corresponding reporting period, in YYYY format.
- D. <u>Date Loaded</u> column displays the date the distributed BY Closeout tracking reports are loaded to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> column displays a radio button to allow downloading of distributed BY Closeout information loaded to the Portal.
- F. <u>Last Downloaded Date</u> column displays the last date and time distributed BY Closeout report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Tracking Reports

Accessing Tracking Reports

Manufacturers are able to utilize the Portal to view tracking reports that contain disputed invoice line item history. The **Reports tab** – **Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout report that display the status of all upheld disputes for the closed benefit year. Information provided in the tracking report will communicate whether or not correction of the disputed PDE record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

This instruction provides direction on accessing the **Reports tab** – **Tracking** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review BY Closeout tracking reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal</u> <u>Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

PALMETTO G	CELERIAN GROUP COMPANY									
Home	Payments	Completed	Receipts	Reports	Disputes					
Manufactı	anufacturer Portal Coverage Gap Discount Program Home 🚔									
Corporate ID Invo XP1_9 ALL	oice Type P Num	Reporting ber Period	Status		1 - 5 out of 5	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.				
Invoice Type BY Closeout	P Number	Reporting Period 2016	<u>Status</u> N/A	Select		For payment functions, start by selecting a line item from the list to the left of this message.				
Quarterly Quarterly Quarterly Quarterly	P19 P19 P19 P19	201501 201504 201503 201502	Available Available Available Available	0		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 N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. Pending All line items have been initiated successfully Successful All line items have been paid successfully				
						Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL ALL ALL				
						P Number Reporting Period There is an invoice report for the selected P Number				

3. On the **Reports** tab, populate the <u>Tracking</u> radio button in the **Report Type Selection** region and select BY Closeout from the <u>Invoice Type</u> drop down list located in the **Reports Filter** region.

PAL A CELE	METTO GB			<u>Contact Us</u> <u>M</u>	<u>y Profile Logout Help R</u> Logged on Test Ent	eporting as XHK7 vironment			
	Home	Payments	Completed	Receipts	Reports	Disputes			
Ма	nufactur	rer Porta	I CGDP		<u>a</u>				
Repo O In	ort Type	Tracking O	Batch O Sponsor	1099 Information	n O Ad Hoc		Current Cutoff Calendar Reporting Period 201601		
Co	rporate ID P1_9 V	P Number	Reporting Period	Invoice Type	1 - 1	out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	Invoice Type BY Closeout	P N P	lumber 919	Reporting II 2016	D Date 06/1	Loaded 4/2016	Download File	Last Downloaded Date	2

4. To view a specific cumulative BY Closeout report, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region**.

PALMETTO GBA		<u>Contact Us</u> <u>M</u>	<u>y Profile</u> <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment						
Home	Payments Completed	Receipts Re	eports Disputes						
Manufacturer Portal CGDP Reports									
Corporate ID	P Number Reporting Perio ALL ALL	d Invoice Type BY Closeout V	1 - 1 out of 1	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016				
Invoice Type BY Closeout	P Number P19	Reporting ID 2016	Date Loaded 06/14/2016	Download File	Last Downloaded Date				

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P19_2016_tracking_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save	•	Cancel	x

6. After selecting the <u>Open</u> button, the file information for the invoice line item will display.

P1_9_2016_CYtracking_report.txt - Notepad				- • ×
File Edit Format View Help				
UDTMH20160000032016041312411312UMTP19				<u>^</u>
UDTBH20160000012016041312411312UMT2011				
DETUD0000001201103D0400_50000000387887200000961915300201108290113	005026025	030000030000	00000000000000003	
DETUD0000002201103D0400_50000000366584300000669556205201107020113	005026025	02500000416700065026025	02500000416700003	
DETUD0000004201103D0600_50000000194252400000713879900201109060112	005026025	02500000250000065026025	0250000002500000010	L
DETUD0000010201117D0400_500000012006504200000015360901201102180119	005027225	0250000030000065027225	01800000250000019	• •
DETUD0000013201117D0400_500000012006503900000015360904201104280119	005027225	0250000030000065027225	01800000250000003	E
DETUD0000014201117D0400_500000012006504100000017358200201105230119	005027225	0250000030000065027225	01800000250000003	
UDTBT201600000012016041312411312UMT201100000000140000000000000000000000000	00012			
UDTBH201600000022016041312411312UMT2012				
DETUD0000001201203D0400_500000004126949200000122749501201208100115	005027510	0090000060000065027510	0090000060000003	
DETUD0000002201205D1400_800000005439485700000158397006201212260113	008043815	0300000300000078043815	0300000300000003	
DETUD0000003201212D1400_800000002875302100060628560506201201270111	008043815	0300000300000078043815	0300000300000003	
UDTBT201600000022016041312411312UMT20120000000000000000000000000000000000	00003			
UDTMT201600000032016041312411312UMTP1900000000017000000000000000000000000	000015			-

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Tracking** will display the date and time of the last download of the specific invoice line item(s) in the Last Downloaded Date column.

PAL A CELE	METTO GB	A. 🌔		<u>Contact Us I</u>	<u>My Profile</u> <u>Logout</u> <u>Hel</u> Logi Ti	p <u>Reporting</u> ged on as XHK7 est Environment			
	Home	Payments	Completed	Receipts	Reports	Disputes			
	Manufacturer Portal CGDP Reports Report Type Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc						Current Cutor Reporting Period Invoice Paid By	ff Calendar 201601 06/06/2016	
X		ALL 🗸	ALL V	BY Closeout	ID Date	Loaded	Invoice Distribution Dispute Submission Dispute Distribution	04/30/2016 06/30/2016 08/29/2016	ate
	BY Closeout		P19	2016	06/3	4/2016	0	06/30/2016 @ 11:30	AM

You have now completed accessing BY Closeout tracking reports in the Portal.

CGDP Portal – Batch Reports

The **Reports tab** – **Batch** provides the user with the ability to review payment batch information submitted via the Portal.

F	PALMETTO GBA.	CINTERS FOR MEDICARE & MEDICARD SERVICES			<u>Contact Us</u> !	<u> Yy Profile</u> <u>Logou</u>	t <u>Help</u> <u>Re</u> Logged on as 2	porting XP1008
1	Home Payment	s Completed Rece	eipts Reports Dis	putes				
N	lanufacturer Po	ortal CGDP Rep	oorts		2	5		
2 F	2 Report Type Invoice O Data O Tracking Batch O Sponsor 1099 Information O Ad Hoc 3 Current Cutoff Calendar (4) Corporate ID P Number Reporting Period 1 - 34 out of 34 XP1_8 ALL ALL OT/01/2016 Dispute Distribution Dispute Distribution							
5	Corporate ID	Submission Date	Status		Download File	Last Dow	nload Date	
	XP18	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed		0	01/21/2016 @	10:29 AM	^
		Submitted at 09/11/2015 @ 3:22 PM	Successfully processed		0	01/21/2016 @	0 10:41 AM	
		Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected		0	01/21/2016 @	0 10:41 AM	
		Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected		0	01/22/2016 (@ 1:24 PM	
		Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected		0	01/21/2016 @	0 10:39 AM	
		Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected		0	07/29/2015 (@ 2:49 PM	
		Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected		0	07/28/2015 (@ 1:23 PM	
		Submitted at 07/28/2015 @ 1:21 PM	Partially Rejected		0	07/28/2015 (a 1.21 PM	~

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Batch** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
- Report Type Selection region Batch provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions of the Sponsor 1099 Information and Ad Hoc report types follow in subsequent instructional sections of the manual. Descriptions and instructions of the Invoice, Data, and Tracking report types are located in prior sections.
- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Batch** allows a user to search data listed by the defaulted Corporate ID.
- 5. **Reports Filter Results region Batch** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Batch Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Batch

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Batch</u> radio button.

2	Report Typ	be		_			
2	○ Invoice	🔿 Data	○ Tracking	Batch	O Sponsor 1099 Information	○ Ad Hoc	

The population of the <u>Batch</u> radio button provides a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user is able to view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff	Calendar
	Reporting Period	201503
	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	12/09/2015
	Invoice Distribution	10/31/2015
	Dispute Submission	12/31/2015
	Dispute Distribution	03/01/2016

Reports Filter Region – Batch

The **Reports Filter region** – **Batch** contains five (5) columns to allow a user to view batch file data uploaded to the system.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 34 out of 34
	XP18		ALL 🗸	ALL 🗸	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field remains blank.
- C. <u>Reporting Period</u> field allows a user to select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Manufacturers will use the <u>Invoice Type</u> of Quarterly.

Note: The Invoice Type of BY Closeout will not produce batch reports because Manufacturers will not process payments for BY Closeout invoices.

E. <u>Item Count</u> column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Batch

The **Reports Filter Results region – Batch** contains five (5) columns used to review batched payment initiation files loaded to the system.

A Corporate ID	B Submission Date	C Status	D Download File	E Last Download Date	
XP18	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	0	01/21/2016 @ 10:29 AM	^
	Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	0	01/21/2016 @ 10:41 AM	
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	0	01/21/2016 @ 10:41 AM	
	Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	0	01/22/2016 @ 1:24 PM	
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	0	01/21/2016 @ 10:39 AM	1
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 @ 2:49 PM	
	Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	0	07/28/2015 @ 1:23 PM	
	Submitted at 07/28/2015 @ 1.21 PM	Partially Rejected	0	07/28/2015 @ 1·21 PM	~

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>Submission Date</u> column displays the batch file date and time for files loaded to the system. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.
- C. <u>Status</u> column provides the condition of the batch file loaded to the system. Processed batches display statuses such as successfully processed, partially rejected (containing line failures), or totally rejected.
- D. <u>Download File</u> column displays a radio button to allow downloading of batch file information loaded to the system.
- E. <u>Last Download Date</u> column displays the last date and time batch summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Batch Reports

Accessing Batch Reports

Manufacturers are able to utilize the **Reports tab** – **Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items and provide a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user is able to view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

This instruction provides direction on accessing invoice batch reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review batch reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login</u> <u>Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

PALMETTO GBA. A CELERIAN GROUP COMPANY						<u>Contact Us</u> <u>My Profile</u>	t Logout Help Reporting Logged on as XP1_8 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufacture	er Portal	Coverage (Gap Disco	unt Progi	am Home		
Corporate ID Inv XP1_8 ALL Invoice Type Quarterly	oice Type P Nu V ALL P Number P1_8	Reporting Period Reporting Period 201502	Status ALL Status Available	Select	1 - 1 out of 1	Welcome to Coverage G you can initiate a payme payments and receipt of your reports. For payment functions, item from the list to the Available Invoice is rea Failed One or more payment atte Incomplete One or more N/A No invoice du funds due fro Pending All line items	ap Discount Portal where ent, check the status of f payments as well as view start by selecting a line left of this message. dy for payment initiations items has an unsuccessful mpt items have not been paid e for payment. Receipt of m Manufacturer or Sponsor. have been initiated have been paid successfully
						Reporting Periods w Filter by: P Number ALL V P Number	rith no invoice line items Reporting Period ALL
						P18 P18 P19 P19 P19 P19 P19	201601 201504 201503 201601 201504 201503 201502

3. On the **Reports** tab, populate the <u>Batch</u> radio button in the **Report Type Selection region**.

ALMETTO GBA: CELERIAN GROUP COMPANY	CINTERS FOR MEDICARE & MEDICALD SHRVICES		Contact us My Pro	Logged on as XP1
Home Payme	ents Completed Rece	ripts Reports Dispute	2S	
anufacturer F	ortal CGDP Rep	ports	4	
Invoice Data Trac	king Batch O Sponsor 1099 Ir	nformation O Ad Hoc	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution	Calendar 2016 08/23/2016 07/01/2016
XP18		~	Dispute Submission Dispute Distribution	
Corporate ID	Submission Date	Status	Download File	Last Download Date
XP18	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	0	01/21/2016 @ 10:29 AM
	Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	0	01/21/2016 @ 10:41 AM
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	0	01/21/2016 @ 10:41 AM
	Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	0	01/22/2016 @ 1:24 PM
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	0	01/21/2016 @ 10:39 AM
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 @ 2:49 PM
	Submitted at 07/29/2015 @ 2:46 PM	Totally Rejected	0	07/29/2015 @ 2:47 PM
	Submitted at 07/28/2015 @ 4:40 PM	Partially Rejected	0	12/28/2015 @ 2:33 PM
	Submitted at 07/28/2015 @ 3:16 PM	Totally Rejected	0	07/28/2015 @ 3:17 PM
	Submitted at 07/28/2015 @ 3:14 PM	Partially Rejected	0	
	Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	0	07/28/2015 @ 1:23 PM
	Submitted at 07/28/2015 @		0	

4. Populate the <u>Download File</u> radio button to correspond to the applicable batch file to review.

ALMETTO GBA: celerian group company	CINTRES FOR MIDICARE A MIDICAD SHRVICTS	sints Reports Dispute		Logged on as XP1	3
anufacturer P	ortal CGDP Rej	ports	-	6	
eport Type Data O Track Corporate ID P Num XP18	king Batch O Sponsor 1099 I ber Reporting Period Invo ALL V ALL	nformation O Ad Hoc ice Type 1 - 34 out of 34	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendar 2016 08/23/2016 07/01/2016	
Corporate ID	Submission Date	Status	Download File	Last Download Da	te
XP18	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	0	01/21/2016 @ 10:29 A	м
	Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	0	01/21/2016 @ 10:41 A	м
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	0	01/21/2016 @ 10:41 A	м
	Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	0	01/22/2016 @ 1:24 PM	1
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	0	01/21/2016 @ 10:39 A	м
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 @ 2:49 PM	
	Submitted at 07/29/2015 @ 2:46 PM	Totally Rejected	0	07/29/2015 @ 2:47 PM	1
	Submitted at 07/28/2015 @ 4:40 PM	Partially Rejected	0	12/28/2015 @ 2:33 PM	
	Submitted at 07/28/2015 @ 3:16 PM	Totally Rejected	0	07/28/2015 @ 3:17 PM	1
	Submitted at 07/28/2015 @ 3:14 PM	Partially Rejected	•		
	Submitted at 07/28/2015 @	Partially Rejected	0	07/28/2015 @ 1·22 DM	
	Submitted at 07/28/2015 @	, artiany Rejected		57/20/2015 @ 1.25 PF	

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save XP1_8_batch_report.txt from apps.tpadministrator.com?	Open	Save 🔻	Cancel	×
---	------	--------	--------	---

6. After selecting the <u>Open</u> button, review the downloaded batch text file for line items containing both success and failed line items.

The XP1_8_batch_report.txt - Notepad	x
File Edit Format View Help	
HDR;XP18;201501 DET;P18;E22;CG150118E22;20150821;N;Scheduled Payment for Future Date DET;P18;E34;CG150118E34;20150821;N;Invalid bank account DET;P18;H01;CG150118H01;20150818;Y;Invalid bank account DET;P18;H08;CG150118H08;20150818;N;Invalid bank account DET;P18;H09;CG150118H09;20150821;Y;Deferred	4

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region** – **Batch** will display the date and time of the last download of the specific batch file item(s) in the <u>Last Download</u> column.

PALMETTO GBA: CELERIAN GROUP COMPANY			<u>Contact Us</u> <u>My Pro</u>	<u>file Logout Help</u> <u>Report</u> Logged on as XP1	ing 8
Home Paym	ents Completed Rece	eipts Reports Dispute	25		
lanufacturer F	Portal CGDP Rep	oorts		6	
Corporate ID P Nun XP18	king Batch O Sponsor 1099 In ber Reporting Period Invoi ALL V ALL	nformation O Ad Hoc ce Type 1 - 34 out of 34	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendar 2016 08/23/2016 07/01/2016	
Corporate ID	Submission Date	Status	Download File	Last Download Da	te
XP18	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	0	01/21/2016 @ 10:29 AI	м
	Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	0	01/21/2016 @ 10:41 AI	4
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	0	01/21/2016 @ 10:41 AI	4
	Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	0	01/22/2016 @ 1:24 PM	
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	0	01/21/2016 @ 10:39 AI	4
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 @ 2:49 PM	
	Submitted at 07/29/2015 @ 2:46 PM	Totally Rejected	0	07/29/2015 @ 2:47 PM	I
	Submitted at 07/28/2015 @ 4:40 PM	Partially Rejected	0	12/28/2015 @ 2:33 PM	I
	Submitted at 07/28/2015 @ 3:16 PM	Totally Rejected	0	07/28/2015 @ 3:17 PM]
	Submitted at 07/28/2015 @ 3:14 PM	Partially Rejected	0	07/19/2016 @ 10:11 A	.M
	Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	0	07/28/2015 @ 1:23 PM	ı.
	Submitted at 07/28/2015 @	Partially Rejected	0	07/28/2015 @ 1.21 DM	

You have now completed accessing <u>Batch</u> Reports.

CGDP Portal – Sponsor 1099 Information Reports

The **Reports tab** – **Sponsor 1099 Information** provides a user with the ability to review Sponsor 1099 related non-bank account information for entities receiving payments from Manufacturers via the Portal.

This 1099 information report will give a user relevant, easily identifiable, non-bank account information for Sponsors such as business name, tax identification number/employer identification number (TIN/EIN), and mailing address.

P		BBA:		BRVICES		<u>Contact</u>	U <u>s</u> <u>My Profile</u> <u>Logout</u> L	Help Reporting
1	Home	Payments	Completed	Receipts	Reports	Disputes		
4	Corporate ID XP1_8	er Portal	CGDP Rep Batch Sponse	orts or 1099 Informat	tion O Ad Hoc	3	Current Cutoff of Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendar 2017 08/26/2017 07/19/2017
	ioose Format Download Tex	t File 🔿 Downloa	d Spreadsheet					

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Sponsor 1099 Information** contains four (4) regions.

- 1. **Tabbed region Reports** displays tabs available for selection and the tab that is currently active.
- 2. **Report Type Selection region Sponsor 1099 Information** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

Note: Description of the <u>Ad Hoc</u> report type follows in a subsequent instructional section of the manual. Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, <u>Tracking</u>, and <u>Batch</u> report types are located in prior sections.

- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
- 4. Corporate ID Choose Format region displays the defaulted Corporate ID and allows the user to select the report format to download the Sponsor 1099 Information report, in either a text file or Excel spreadsheet.

The upcoming pages will describe each region and the functions associated with <u>Sponsor 1099</u> <u>Information</u> Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Sponsor 1099 Information

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Sponsor 1099 Information</u> radio button.

2	Report Typ	oe						
2	○ Invoice	🔿 Data	○ Tracking	O Batch	Sponsor	1099 Information	○ Ad Hoc	

The population of the <u>Sponsor 1099 Information</u> radio button provides a Manufacturer with 1099 information for each sponsor participating in the Program. This 1099 information report will provide a user with relevant, easily identifiable, non-bank account information for Sponsors. A user is able to view the file in text or spreadsheet format.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff Calendar						
	Reporting Period	201601					
	Invoice Paid By	06/06/2016					
	Invoice Distribution	04/30/2016					
	Dispute Submission	06/30/2016					
	Dispute Distribution	08/29/2016					

Corporate ID and Choose Format Region

The **Corporate ID and Choose Format region** contains the <u>Corporate ID</u> column that defaults to the Corporate ID utilized to access the Portal and allows a user to view 1099 data uploaded to the system. It also contains two (2) radio buttons to allow a user to select between text files or Excel spreadsheet files to view 1099 data.

```
        Corporate ID
        Choose Format

        XP1_8
        A O
        Download Text File
        B O
        Download Spreadsheet
```

- A. <u>Download Text File</u> radio button selected to view the Manufacturer 1099 data in a text file format.
- B. <u>Download Spreadsheet</u> radio button selected to view the Manufacturer 1099 data in an Excel spreadsheet format.

CGDP Portal Instructions – Sponsor 1099 Information Reports

Accessing Sponsor 1099 Information Reports

Manufacturers are able to utilize the **Sponsor 1099 Information Reports** functionality in the Portal to view non-bank account information to assist with 1099 reporting for payments made to Sponsors.

This instruction provides direction on accessing the 1099 information reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review Sponsor 1099 Information reports. Instructions for logging into the CGDP Portal can be located in the <u>CGDP Manufacturer</u> <u>Portal Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturers for the reporting period.

PALMETTO G a celerian group come	BA.	CMS THES FOR MEDICARE & MEDICARD SERV	ices			<u>Contact Us</u> <u>My Profile</u>	<u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufacture	r Portal	Coverage G	ap Discou	nt Prograi	n Home	۵	
Corporate ID Invo	oice Type P Nur	Reporting mber Period	Status		1 - 2 out of 2	Welcome to Coverage Gap you can initiate a payment payments and receipt of p your reports.	Discount Portal where t, check the status of ayments as well as view
Invoice Type G BY Closeout	XP1_8	P Number P18 P18	Reporting Period 2016 201502	<u>Status</u> N/A	Select	For payment functions, sta item from the list to the le	art by selecting a line ft of this message.
						Available Invoice is ready Failed One or more ite payment attemp Incomplete One or more ite N/A No invoice due funds due from Pending All line items ha successfully Successful All line items ha	for payment initiations ms has an unsuccessful pt ms have not been paid for payment. Receipt of Manufacturer or Sponsor. we been initiated we been paid successfully
						Reporting Periods with Filter by: P Number ALL V P Number	h no invoice line items Reporting Period [ALL] Reporting Period
						P18 P18 P18	201601 201504 201503

3. To review the <u>Sponsor 1099 Information</u>, select the **Reports** tab and populate the <u>Sponsor</u> 1099 Information radio button.

PALMETTO G	IBA.	TERS FOR MEDICARE & MEDICAID SU	BRVICES		<u>Contact</u>	<u>Us My Profile Logout</u> L	Help Reporting ogged on as XP1_8
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufacture - Report Type	er Portal Data O Tracking	CGDP Rep	orts	ormation O Ad	Нос	Current Cutoff Reporting Period	Calendar 2017
	Choose Format					Invoice Paid By	08/26/2017

4. To view the 1099 information in text file format, populate the <u>Download Text File</u> radio button.

PALMETTO (A CELERIAN GROUP CO	GBA:	THES FOR MEDICARE & MEDICAID S	RRVICES		<u>Contact</u>	Us <u>My Profile</u> <u>Logout</u> I	<u>Help</u> <u>Reporting</u> .ogged on as XP1_8
Home	Payments	Completed	Receipts	Reports	Disputes		
Report Type O Invoice	er Portal	CGDP Rep	oorts	ormation O Ad I	Нос	Current Cutoff Reporting Period	Calendar 2017
Corporate ID XP18	Choose Format Download T	ext File 🔿 Dowr	nload Spreadsh	ieet		Invoice Paid By Invoice Distribution Dispute Submission	08/26/2017 07/19/2017

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

- <u>Open</u> to view the data in text file format
- <u>Save</u> to save the data in text file format
- <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save XP18_1099_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save	•	Cancel	>

6. After selecting the <u>Open</u> button, review the downloaded text file for <u>Sponsor 1099</u> <u>Information</u>.

This example displays the downloaded text file with the type of information available on the <u>Sponsor 1099 Information</u> report after selecting the <u>Download Text File</u> radio button.



- 7. Once review of the text file is complete, return to the **Reports** tab.
- 8. To view the 1099 information in spreadsheet format, populate the <u>Download Spreadsheet</u> radio button.

PALMETTO CELERIAN GROUP	GBA.	CMS FERS FOR MEDICARE & MEDICAID SE	ERVICES		<u>Contact</u>	<u>Us My Profile Logout </u> L	<u>Help</u> <u>Reportir</u> .ogged on as XP1
Home	Payments	Completed	Receipts	Reports	Disputes		
anufactu	irer Portal	CGDP Rep	orts				
керогі туре							
	🔾 Data 🛛 Tracking	O Batch 💽 Sp	oonsor 1099 Info	ormation O Ad I	Нос	Reporting Period	Calendar 2017

- 9. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - *Save* to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

				1
Do you want to open or save 1099_report.xisx from apps.tpadministrator.com ?	Open	Save 🔻	Cancel	×

10. After selecting the <u>Open</u> button, review the downloaded Excel spreadsheet for <u>Sponsor 1099</u> <u>Information</u>

This example displays the type of information available on the <u>Sponsor 1099 Information</u> report after selecting the <u>Download Spreadsheet</u> radio button.

Image:										×	
File H	ome Insert Page Layout For	rmulas Dat	a Review View						\heartsuit	() — @	23
A3											*
A	В	С	D	E	F	G	н	1	J	K	
Contract	Contract Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State	IRS Zip	Revised	For	
Number									Date	Future	
1										Use	
2 E9999	United States of America Ins. Co.	99-9999999	United States of America Ins. Co.	1234 CGDP Portal DPP Drive		Anytown	MD	99999			-
H + > H 1	D99 INFORMATION			[] ∢ [1	1	1))	1
Ready								1009	6 () () .::

11. Once review of the Excel file is complete, return to the **Reports** tab.

You have now completed accessing the Sponsor 1099 Information reports.

CGDP Portal – Ad Hoc Reports

The **Reports tab** – Ad Hoc is used to provide a user with the ability to access special data and reports, such as archived reports or other documentation, which are not readily available on the Portal.

The **Ad Hoc** functionality allows a user to view data requested from the TPA using contact information listed on the *Contact Us* link. Fulfilled report requests are available via the population of the <u>Ad Hoc</u> radio button. Reports that can appear under the <u>Ad Hoc</u> radio button can consist of:

- Archived reports: Reports typically removed from the Portal two (2) years after initial load. Reports that are archived off the Portal consist of:
 - Invoice
 - Data
 - Tracking
 - Dispute Resolution
- Special request data: Reports or notifications that do not conform to the existing report formats available on the Reports tab

Requested reports, accessible via the <u>Ad Hoc</u> radio button, will be available for download for one (1) of the following periods:

- Fourteen (14) calendar days from request date
- Seven (7) calendar days after download

Reports are removed from the system depending on which time period expires first, request date or last download date.

PALMETTO G		S FOR MEDICARE & MEDICARD SE	RVICES			<u>Contact Us</u> <u>My Pr</u>	ofile <u>Logout</u> <u>Help</u> <u>Re</u> g Logged on as J	orting XP1_1
Home	Payments	Completed	Receipts	Reports	Disputes			
Manufacture	er Portal	CGDP Rep	orts			2		
Report Type O Invoice O Data	a OTracking OB	atch O Sponso	r 1099 Informati	on 🖲 Ad Hoc	3	Current Cutoff Ca Reporting Period	alendar 2017	
Corporate ID XP1_1	P Number			1 - 1	out of 1	Invoice Paid By Invoice Distribution Dispute Submission	08/26/2017 07/19/2017	
						Dispute Distribution		
P Number P11	20	ng Period	Invoice	e D	ate Loaded	Download File	Last Downloaded	Date

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab** – **Ad Hoc** contains five (5) regions.

- 1. **Tabbed region Reports** displays the tabs available for selection and the tab page that is currently active.
- Report Type Selection region Ad Hoc provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, and <u>Sponsor 1099 Information</u> report types are located in prior sections.
- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Ad Hoc** allows a user to search data listed by the defaulted Corporate and all P numbers associated with that Corporate ID.
- 5. **Reports Filter Results region Ad Hoc** displays results based on data requested for review.

The upcoming pages will describe each region and the functions associated with <u>Ad Hoc</u> Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Home Payments Completed Receipts Reports Disputes

Report Type Selection Region – Ad Hoc

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Ad Hoc</u> radio button.

0	Report Typ	e				_
2	O Invoice	O Data	○ Tracking	O Batch	O Sponsor 1099 Information	Ad Hoc
		0		0		

The population of the <u>Ad Hoc</u> radio button provides a Manufacturer with the ability to request reports for Invoice, Data, Dispute Return, and Dispute Resolution files for data older than Q2 2015.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff	Calendar
	Reporting Period	2017
	Invoice Paid By	08/26/2017
	Invoice Distribution	07/19/2017
	Dispute Submission	
	Dispute Distribution	

Reports Filter Region – Ad Hoc

The **Reports Filter region** – **Ad Hoc** contains three (3) fields that allow a user to view ad hoc data loaded to the system.

4	A Corporate ID	B P Number	C 1 - 1 out of 1
	XP1_1	ALL 🗸	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field defaults to ALL, but allows a user to sort reports visible by P number associated with the Corporate ID.
- C. <u>Item Count</u> column displays the number line items displayed on the current page of the total number of items available for the <u>Corporate ID</u>.

Filter Results Region – Ad Hoc

The **Reports Filter Results region – Ad Hoc** contains six (6) columns to allow a user to display or download requested reports.

Note: Reports that have a date greater than 2015Q2 will not be available on the <u>Ad Hoc</u> page.

Requested reports will be available for download for one (1) of the following periods: two (2) weeks from request date or one (1) week after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

5	A P Number	B Reporting Period	C Report Type	D Date Loaded	E Download File	F Last Downloaded Date
	P11	201404	Invoice	07/25/2017	0	

- A. <u>P Number</u> column displays to the P number associated with the specific <u>Report Type</u> requested.
- B. <u>Reporting Period</u> column displays to the quarterly reporting period for the requested <u>Report Type</u>. Format of <u>Reporting Period</u> is YYYYQQ, where YYYY represents the calendar year and QQ represents the quarter. Example: The <u>Reporting Period</u> of 201501 represents calendar year 2015 first quarter.
- C. <u>Report Type</u> column displays to the requested report. Report types available for Ad Hoc requests consist of Invoice, Data, Dispute Return, and Dispute Resolution reports.
- D. <u>Date Loaded</u> column displays the date the requested Ad Hoc file was loaded to the Portal. Files will remain available in the **Reports Filter Results region Ad Hoc** page for fourteen (14) calendar days from the <u>Date Loaded</u> or seven (7) calendar days after the <u>Last Download Date</u>, whichever comes first.
- E. <u>Download File</u> column displays a radio button to allow a user to view the specific <u>Report Type</u> in a text file format.
- F. <u>Last Download Date</u> column displays the last date the specific <u>Report Type</u> was downloaded in DD/MM/YYYY and HH:MM AM/PM format. Files will remain available in the **Reports Filter Results region Ad Hoc** page for fourteen (14) calendar days from the <u>Date Loaded</u> or seven (7) calendar days after the <u>Last Download Date</u>, whichever comes first.

CGDP Portal Instructions – Ad Hoc Reports

Submitting and Accessing Ad Hoc Reports

Manufacturers are able to utilize the **Ad Hoc Reports** functionality to view distributed invoice reports prior to the Q2 2015 invoicing period. Report types available for review on the Ad Hoc report page: Invoice, Data, Dispute Return, or Dispute Resolution reports.

This instruction provides direction on accessing the Ad Hoc reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. To submit a request for a CGDP Invoice, Data, or Dispute Resolution report dated 2015Q1 or earlier, users should contact the TPA utilizing the <u>Contact Us</u> link. The Ad Hoc request, submitted via email or phone, should contain the reporting period and report type, which should be loaded to the Portal for viewing and downloading. Access to submit a request does not require authorized access to the Portal.



- Authorized end users will access the Portal to review completed Ad Hoc reports requests. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal</u> <u>Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 3. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for review and download.

PALMETTO G			cs			<u>Contact Us</u> <u>My Profile</u>	Logout Help Reporting Logged on as X_1 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	irer Porta	al Coverage	e Gap Disco	ount Prog	gram Hon	ie 🚊	
Corporate ID Invo	oice Type P Nu	Reporting mber Period	Status		1 - 3 out of 3	Welcome to Coverage Gap you can initiate a payment payments and receipt of p your reports.	Discount Portal where c, check the status of ayments as well as view
Invoice Type	<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting</u> <u>Period</u>	<u>Status</u>	<u>Select</u>	For payment functions, sta	art by selecting a line
BY Closeout	XP1_1	P11	2016	Available	0	item from the list to the le	ft of this message.
Quarterly	XP1_1	P11	201503	Available	0		
Quarterly	XP1_1	P11	201502	Available	0	Available Invoice is ready Failed One or more ite payment attemp Incomplete One or more ite N/A No invoice due f funds due from Pending All line items ha successfully Successful All line items ha	for payment initiations ms has an unsuccessful t ms have not been paid for payment. Receipt of Manufacturer or Sponsor ve been initiated ve been paid successfulli
						Reporting Periods with Filter by: A P Number ALL V	h no invoice line items B Reporting Period ALL V
						P Number	Reporting Period
						P Number	Reporting Period

4. To review the <u>Ad Hoc</u> report request, select the **Reports** tab and populate the <u>Ad Hoc</u> radio button.

ALMETTO GBA			VICES			<u>Contact Us</u> <u>My Pr</u>	rofile Logout Helt Logged	o <u>Reporting</u> I on as XP1 1
Home F	Payments	Completed	Receipts	Reports	Disputes			
anufacturer P	Portal C	GDP Repo	orts		-	-		
port Type Invoice O Data O	Tracking O Ba	itch O Sponsor	1099 Informati	on 💽 Ad Hoc	1 out of 1	Current Cutoff C Reporting Period Invoice Paid By Invoice Distribution	Calendar 2017 08/26/2017 07/19/2017	
XP1_1	ALL 🗸					Dispute Submission		
XP11	ALL V Reportir	g Period	Report Type	e D	Date Loaded	Dispute Submission Dispute Distribution	Last Downlo	oaded Date

5. To view the requested ad hoc reports in text file format, populate the <u>Download File</u> radio button corresponding to the specific requested report.

PALMETTO G	BA.	CENTERS FOR MEDICARE & MEDICARE	SERVICES			<u>Contact Us</u> <u>My Pr</u>	ofile <u>Logout</u> <u>He</u> Logge	lp <u>Reporting</u> ed on as XP1_1
Home	Payments	Completed	Receipts	Reports	Disputes			
lanufacture	r Portal	CGDP Rep	orts			2		
Corporate ID	P Number	O Batch O Sponso	or 1099 Informati	ion Ad Hoc	1 out of 1	Current Cutoff Ca Reporting Period Invoice Paid By Invoice Distribution	alendar 2017 08/26/2017 07/19/2017	
XP1_1	ALL 🗸					Dispute Submission Dispute Distribution		
P Number	Re	porting Period	Report Typ	e [ate Loaded	Download File	Last Down	loaded Date
P1 1		201404	Invoice		07/25/2017			

- 6. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Save* button.

Do you want to open or save P11_report.txt from a ###################################	Open	Save	•	Cancel	×

Note: It is recommended to save the requested report, since requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

7. After selecting the <u>Open</u> button, review the downloaded text file for <u>Ad Hoc</u> reports.

This example displays the downloaded text file with the type of information available on the <u>Ad</u> <u>Hoc</u> report after selecting the corresponding <u>Download File</u> radio button.

P1_1_report.txt - Notepad	
File Edit Format View Help	
TPAMH2014040000022015012013180810MIVP11	•
TPACH20140400000012015012013180810MIVE04	
BYRH 2014040000012014042015012013180810MIV	
LBLR 2014040000001P11E04000320000041590I0000083774B0000042183C	
LBLR 2014040000002P11E04000510000019003A0000058916C0000039913B	
LBLR 201404000003P11E0400074000006076I0000084439H0000078362I	
BYRT 20140400000012014042015012013180810MIV0000003000000066670I0000000227130C000000160459D	
TPACT20140400000012015012013180810MIVE040000003000000066670I0000000227130C000000160459D CG140411E04	

- 8. Once review of the text file is complete, return to the **Reports** tab.
- 9. Return to the **Reports** tab to review the <u>Last Download Date</u> column populated with the most recent date and time of download for the file.

PALMETTO GBA		IS MEDICAID SREVICES			Cont	act Us <u>My Profil</u>	e <u>Logout</u> <u>Help</u> <u>Repo</u> Logged on as XP1
Home	Payments Complet	ed Receipts	Reports	Disputes			
lanufacturer	Portal CGDP	Reports			ē.		
eport Type) Invoice () Data ()	⊖Tracking ⊖Batch ⊖S	Sponsor 1099 Informati	ion Ad Hoc		Current Cutoff C Reporting Period	alendar 2017	
Corporate ID XP11	P Number 1 - 1 out of 1 ALL V		t of 1	Invoice Paid By 08/26/2017 Invoice Distribution 07/19/2017 Dispute Submission			
					Dispute Distribution		
P Number	Reporting Period	I Report Type	e Date 07/2	25/2017	Download File	Last Down Last down 07/25/201	vnloaded Date vnloaded on 7 @ 11:41 AM
		© 2017 PALMETTO GI	BA, LLC DISCLAIMER P	RIVACY POLICY	Y GET ADOBE READER		

Note: Requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

You have now completed submitting and accessing requested Ad Hoc reports.

Summary

This Manufacturer Users Guide introduced the CGDP Portal's reporting functionality.

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Reports are distributed to the Portal on the "<u>Quarterly Invoice Receipt Date</u>" as defined in the <u>CGDP Calendar</u>.

This guide presented six (6) different types of reports available on the Reports tab in the Portal. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc reports. All of these Manufacturer reports appear on the Reports tab, both quarterly and BY Closeout reports, which are available for review and retrieval.

Note: Report formats are located on the <u>*TPAdministrator.com*</u> website to assist end users with reading the text file formats of quarterly and BY Closeout invoice reports.

References

Acronym	Description
ACH	Automated Clearing House
BY	Benefit Year
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare & Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
GBA	Government Benefits Administrators
HPMS	Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
NCPDP	National Council of Prescription Drug Programs
NDC	National Drug Coder
NPI	National Provider Identifier
NSF	Non-sufficient Funds
PIN	Personal Identification Number
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
ТРА	Third Party Administrators
TIN	Tax Identification Number
UPIN	Unique Physician Identification Number
USD	United States Dollar

Appendix A: Acronym List

Error Descriptions	Process
Batch File Errors	
File rejected: File must start with a header record	Batch
File rejected: Invalid Header record	Batch
File rejected: Each header record must contain 'HDR', Primary ID	Batch
and Reporting period	
File Rejected: Invalid Reporting Period	Batch
Header row without details	Batch
Partially Rejected	Batch
Totally Rejected	Batch
File Rejected: Improperly Formatted	Batch
Primary Id and logon do not match	Batch
Line item not found.	Batch
Batch Initiation Failure	Batch
Batch Defer Failure	Batch
Initiation Failure Errors	·
Debit Failed Due to Closed/Invalid Account	Initiation: Bank Error
Debit Failed Due to Insufficient Funds	Initiation: Bank Error
Debit Failed Due to Suspended Account	Initiation: Bank Error
Debit Failed Due to Charged Back Account	Initiation: Bank Error
Debit Failed Due to Resolved Account	Initiation: Bank Error
Debit Failed Due to Debit Block	Initiation: Bank Error
Scheduled payment date before invoice distribution date	Initiation
Other UNKNOWN ERROR	Initiation
Invalid Bank Account	Initiation
Invalid CARE Account	Initiation
Initiation Failure	Initiation
Post-Initiation Failure Errors	
Credit Failed Due to Closed/Invalid Account	Post-Initiation
Credit Failed Due to Charged Back Account	Post-Initiation
Reporting Failure Errors	
Unknown failure	Reporting
Line item has been already processed	Reporting
Single amount exception velocity amount	Reporting
Terminal disabled	Reporting
Other UNKNOWN ERROR	Reporting
Your request cannot be processed, Please revise your data and retry	Reporting
Declined	Reporting
Processing System Error	Reporting
Failed - Closed / Invalid Acct	Reporting
Failed - Non-Sufficient funds	Reporting
Failed - Charged Back	Reporting
Failed - Resolved	Reporting
Invalid Routing Number	Reporting
Terminal disabled	Reporting

Appendix B: Error Message Descriptions

Glossary

Term	Definition
Authorization	Displays the amount authorized for payment processing, including
Amount	amounts located in the <u>Invoice Amount</u> and <u>Previous Deferred Amount</u> fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Defer	Provides a check box available for selection when the <u>Invoiced Amount</u> or the combination of the <u>Invoiced Amount</u> and the <u>Previous Deferred</u> <u>Amount</u> total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.

Term	Definition
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.
Failed (Status)	Status designation of an invoice that denotes that one (1) or more items have an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one (1) or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i>
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.

Term	Definition
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to Manufacturers and Sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage and a cost plan offering qualified prescription drug coverage. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts 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 Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.

Term	Definition
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payment Initiation or Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer. User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.