Coverage Gap Discount Program (CGDP) Sponsor Portal

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Nelcome	
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Coverage Gap Discount Progr	am
Login The CCDP Portal will be unavailable for scheduled maintenance Sundays from Please arrange to submit transactions before or after this scheduled mainten	







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Introduction

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

As a Sponsor participating in the CGDP (the Program), you have agreed to advance 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, and receive reimbursement from or submit adjusted reimbursements to Pharmaceutical Manufacturers participating in the program. 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 Sponsors the ability to:

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- Request and review reports that are not available in or have been archived off the Portal, such as Invoice, Data, and Tracking reports, by using the Ad Hoc report functionality.

This **CGDP Sponsor Portal Reports Users Guide** 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.

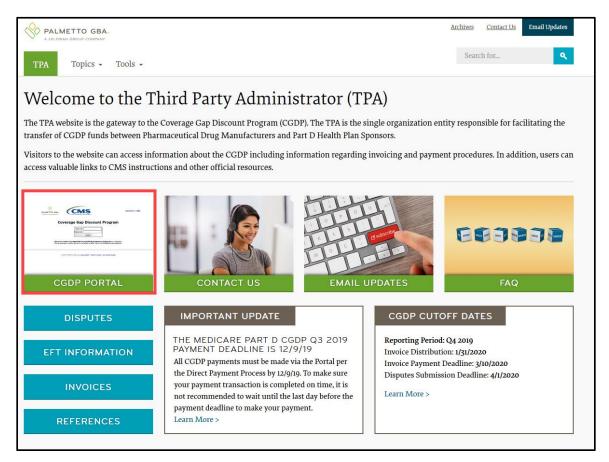
Authorized users of the Portal application must adhere to CMS information security policies, standards and procedures.

Detailed login instructions are in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsors' data.

The CGDP Portal is accessed via a link on the **<u>TPAdministrator.com</u>** website.



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

To correctly exit out of the Portal, you *must* select the *Logout* link in the upper right hand corner of the active page. Do not select the "X" to exit the Portal.

Note: Failing to select the *Logout* 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 Sponsors. Each participating Sponsor receives a quarterly invoice report identifying the payment due from each Drug Manufacturer for coverage gap activity that occurred during the quarter. In addition, the reports identify what Sponsors owe Drug Manufacturers due to prescription drug event (PDE) deletions and adjustments. All Part D Sponsor 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, Manufacturer 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 under the <u>Invoices</u> topic on the <u>TPAdministrator.com</u> 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 Manufacturer 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
 - Manufacturer 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 CGDP Sponsor Portal Payments Users Guide 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, distributed quarterly, identifies the payments Part D Sponsors will receive from each Drug Manufacturer as well as other information the Part D Sponsor can optionally use to identify Drug Manufacturer payments. In addition, negative amounts on the report summarize the payments Part D Sponsors are expected to refund back to each Drug Manufacturer as a result of adjusted or deleted PDEs from previous quarters. The information in this report is the same information that appears on the Payments and Receipts tab of the Portal.

The Invoice report for BY Closeout invoices, the Contract Reimbursement Summary Report, allows identification of upheld dispute amounts owed to Manufacturers by specific contract and by closed benefit year.

	PALMETTO GBA: A CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE	A MEDICARD SERVICES			<u>Contact Us</u> <u>M</u>		<u>Reporting</u> on as H43 t Environment
1	Home Pa	ayments Comple	eted Receipts	Reports	Disputes	Dispute Builder	Dispute Submission	
	Sponsor Porta	al CGDP	Reports			(È.	
2		act Number Reporting	Manufacturer 1099 Infor g Period Invoice Type ALL		Hoc 2 out of 2	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendar 2016 08/23/2016 07/15/2016	
5	Invoice Type	Contract Number	Reporting Period	Date I	oaded	Download File	Last Download	Date
	BY Closeout Quarterly	H43 H43	2016 201502		/2016 /2016	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.
- Report Type Selection region Invoice provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc. Note: Descriptions of the Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of this 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 Parent Org. ID.
- 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.

(1) Home	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, Manufacturer 1099 Information, and Ad Hoc.

The default selection for the **Report Type Selection region** is <u>Invoice</u> as displayed in this example. 2 Report Type Invoice O Data O Tracking O Batch O Manufacturer 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>Manufacturer 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.

3

Current Cutoff Calendar Reporting Period 2016 Invoice Paid By 08/19/2016

Invoice Distribution 07/15/2016 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 Parent Org. ID B Cor	itract Number C Re	porting Period	D Invoice Type	E 1 - 2 out of 2
	H43	ALL 🗸	ALL 🗸	ALL 🗸	

- A. Parent Org. ID column defaults to the Parent Org. ID utilized to access the system.
- B. <u>Contract Number</u> field displays the contract number for distributed invoices. The drop down list provides update capability to select any contract number from those assigned to the Parent Org. 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 Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Download Date
	BY Closeout	H4_3	2016	07/06/2016	0	
	Quarterly	H43	201502	07/05/2016	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>Contract Number</u> column displays a specific contract, number or all contract numbers associated with the Parent Org. 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

Sponsors can 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. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

PALMETTO A CELERIAN GROUP CO			ICES			Contact Us My Profile Logout Help Reporting Logged on as H00
Home	Payments	Completed	Receipts	Reports	Disputes	
Sponsor Po	rtal Cover	age Gap Di	iscount Pro	gram H	lome	ā.
	Contra voice Type Numbe arterly V ALL		Status		1 - 4 out of 4	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 Quarterly Quarterly	Contract Number	Reporting Period 201601 201504	<u>Status</u> Available N/A	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	H7_7 H7_7	201503 201502	Incomplete Incomplete	000		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 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 Contract Number Reporting Period by: H7_7 v ALL v Contract Number Reporting Period There is an invoice report for the selected Contract

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 GB		S FOR MEDICARE & MEDICARD SE	S HEWCES			<u>Contact Us</u> <u>My Pr</u>	rofile Logout Help Report Logged on as H4. Test Environm
Home	Payments	Completed	Receipts	Reports	Disputes		
eport Type							
Invoice O Data	O Tracking O E		acturer 1099 Infor I Invoice Type Quarterly V	1-1	Hoc 1 out of 1	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission	Calendar 2016 08/23/2016 07/15/2016
Invoice O Data Parent Org. ID Co	ontract Number	Reporting Period	Invoice Type	1 - 1		Reporting Period Invoice Paid By Invoice Distribution	2016 08/23/2016

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

CELERIAN GROUP COMPANY		RE & MEDICAID SERVICES			Logged on as Test Enviro
Home	Payments Comp	leted Receipts	Reports Disputes		
ponsor Por	tal CGDP	Reports	-	-	
Parent Org. ID Con	Tracking Batch C tract Number Reportin ALL V ALL	Manufacturer 1099 Informa Ig Period Invoice Type	tion O Ad Hoc	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendar 2016 08/23/2016 07/15/2016
Parent Org. ID Con	tract Number Reportin	ng Period Invoice Type		Reporting Period Invoice Paid By Invoice Distribution Dispute Submission	2016 08/23/2016

- 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 H4_3_201502_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.

H4_3_201502_invoice_report.txt - Notepad
File Edit Format View Help
TPACH20150200002892015081817041010c5mH4_3
TPAMH20150200000012015081817041010C5MP14
PTOT 2014060000001P1_4H4_3000000000000000000001164F0000000001164F
TPAMT20150200000012015081817041010c5MP1_40000010000000000000000001164F0000000001164Fcg15021_4H4_3
TPAMH20150200000022015081817041010C5MP12
PTOT 2014060000001P12H43000000002620{00000006295{000000003675{
TPAMT20150200000022015081817041010C5MP1_20000001000000002620{000000006295{0000000003675{CG15021_2H4_3
TPAMH2015020000032015081817041010C5MP14
PTOT 2014060000001P1_4H4_3000000003263B000000005484E000000002221C
TPAMT20150200000032015081817041010C5MP1_40000001000000003263B000000005484E0000000002221CCG15021_4H4_3
TPAMH2015020000082015081817041010C5MP13
PTOT 2014060000001P1_3H4_3000000004798G000000018626C000000013827F
TPAMT2015020000082015081817041010C5MP1_30000001000000004798G000000018626C000000013827FCG15021_3H4_3
TPACT20150200002892015081817041010C5MH4_30000008000000011792H0000000038536G000000026743I

- 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 invoice's summary report in the <u>Last Download</u> column.

CELERIAN GROUP COM			Logged on a Test Env			
Home	Payments	Completed	Receipts	Reports Disputes		
ponsor P	ortal C	GDP Re	eports		2	6
	a O Tracking O	Batch O Ma	nufacturer 1099 Inform	ation O Ad Hoc	Current Cutoff	
Invoice O Data	a O Tracking O Contract Number ALL V		riod Invoice Type	ation O Ad Hoc	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendar 2016 08/23/2016 07/15/2016
2	Contract Number	Reporting Pe	riod Invoice Type		Reporting Period Invoice Paid By Invoice Distribution Dispute Submission	2016 08/23/2016

You have now completed accessing quarterly invoice summary reports.

Accessing Benefit Year (BY) Closeout Invoice Reports

Sponsors can utilize the Portal to view BY Closeout invoice summary reports of upheld dispute invoices due to Manufacturers. The Contract Reimbursement Summary Reports allows Sponsors to identify any amounts owed to the Manufacturer for upheld disputes by specific P-numbers 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. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

PALMETTO GBA, A CELERIAN GROUP COMPANY	Contact Us My Profile Logout Help Reporting Logged on as H4_3 Test Environment
Home Payments Completed Receipts Reports Disputes Sponsor Portal Coverage Gap Discount Program Home	2
Parent Org. Contract Reporting ID Invoice Type Number Period Status H4_3 ALL ALL ALL ALL	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 Contract Number Reporting Period Status Select BY Closeout H43 2016 Available O Quarterly H43 201502 N/A O	For payment functions, start by selecting a line item from the list to the left of this message.
	Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid 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 Contract Number Reporting Period by: ALL ALL Contract Number Reporting Period
	Contract Number Reporting Period H43 201601 H43 201504 H43 201503

 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.

	METTO GBA		<u>Contact Us</u> My	<u>r Profile</u> <u>Logout</u>	Help Reporting Logged on as H4_3 Test Environment			
	Home	Payments Comple	eted Receipts	Reports	Disputes			
Spo	onsor Por	r <mark>tal</mark> CGDP	Reports			2		
	rt Type voice O Data (OTracking OBatch O	Manufacturer 1099 Info	ormation O Ad H	loc	Current Cutoff (Reporting Period	2016	
	2	ALL V ALL	Period Invoice Type BY Closeout	-	out of 1	Invoice Paid By Invoice Distribution Dispute Submission	08/23/2016 07/15/2016	
						Dispute Distribution		
	Invoice Type	Contract Number	Reporting Period	Date L	oaded	Download File	Last Dowr	nload Date
	BY Closeout	H43	2016	07/06	/2016	0		

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

PALMETTO GBA.	CMS TEXTOR MEDICARE A MEDICAD SERVICES	<u>Contact Us</u> <u>My</u>	Profile Logout Help Reporti Logged on as H4_ Test Environm	_3		
Home Payments	Completed Receipts	Reports	Disputes			
Sponsor Portal C	GDP Reports			2		
Report Type Invoice O Data O Tracking O	Batch O Manufacturer 1099 Info	ormation O Ad Hoc		Current Cutoff C	alendar	
	Batan S Hanaldetarer 1999 Inte	Addition		Reporting Period	2016	
Parent Org. ID Contract Number	Reporting Period Invoice Type	e 1 - 1 out	: of 1	Invoice Paid By Invoice Distribution	08/23/2016 07/15/2016	
H43 ALL 🗸	ALL V BY Closeout	 Image: A start of the start of		Dispute Submission	01/10/2010	
				Dispute Distribution		
Invoice Type Contract	Number Reporting Period	Date Load	ded	Download File	Last Download Date	
BY Closeout H4.	3 2016	07/06/20	16			

- 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 H4_3_2016_invoice_report.txt from apps.tpadministrator.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.

File Edit Format View Help TPACH20160000012016032310501412UCSH4_3 TPAMH20160000012016032310501412UCSP1_0 TPAMH20160000012016032310501412UCSP1_000000000000000000000000000000000000
ТРАМН20160000012016032310501412UCSP10 PTOT 20110000001P10H400000000000000000000000000000000
PTOT 20110000001P10H400000000000000000000000000000000
TPAMT20160000012016032310501412UCSP100000000000000000000000000000000000
TPAMH20160000022016032310501412UCSP14 PTOT 2011000001P14H4300000000000000000000000000000000
PTOT 2011000001P14H4300000000000000000000000000000000
TPAMT2016000002201603231050µ412ucsp1_4000000000000000000000000000000000000
TPAMH20160000032016032310501412UCSP15
PTOT 20110000001P15H4300000000000000000000000000000000000
TPAMT20160000032016032310501412UCSP1_5000000000000000000000000000000000000
TPACT20160000012016032310501412UCSH4300000000000000000000000000000000000

- 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.

PALMETTO GBA	CENTERS FOR MEDICARE	TS MEDICALD SERVICES			<u>Contact Us</u> <u>M</u>	<u>y Profile</u> <u>Logout</u>	<u>Help</u> <u>Reportin</u> Logged on as H4 _ Test Environme
Home F	Payments Comple	ted Receipts	Reports	Disputes			
Sponsor Por	tal CGDP	Reports					
Report Type Invoice O Data O	Tracking O Batch O	Manufacturer 1099 Info	ormation O Ad	Нос	Current Cutoff Reporting Period	Calendar 2016	
-	ALL V ALL	Period Invoice Type V BY Closeout		1 out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	08/23/2016 07/15/2016	
Invoice Type	Contract Number	Reporting Period	Date	Loaded	Download File	Last Dow	nload Date
BY Closeout	H43	2016	07/00	6/2016	0	07/07/201	6 @ 7:35 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			S CAID SERVICES		<u>Conta</u>	act Us <u>My</u>	Profile Logout Hel	lp <u>Reporting</u> <u>Admin Me</u> Logged on as Xi Test Environm
D	Home	Payme	nts Completed	Receipts	Reports	Disputes			
S	Sponsor	Portal	CGDP Re	ports				a	
	Report Type	ata O Track Contract N		iod Invoice Ty	pe 1-3	(3) out of 3	Cur Reporting Invoice Pa Invoice Di	id By 08/	ar 2016 /19/2016 /15/2016
	Parent Org. ID H2_2		✓ ALL ✓	ALL	~		Dispute Su Dispute Di		13/2010
	-		ALL Reporting Period	ALL Date Loaded	Download File	Last Re Downloade	Dispute Di		Last Spreadsheet Downloaded Date
	H2_2	ALL					Dispute Di	istribution Download	Last Spreadsheet
	H2_2 Invoice Type	ALL Contract Number	Reporting Period	Date Loaded	Download File		Dispute Di	istribution Download	Last Spreadsheet
	H2_2 Invoice Type BY Closeout	ALL Contract Number H2_2	Reporting Period 2016	Date Loaded	Download File		Dispute Di	Download Spreadsheet	Last Spreadsheet

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.
- 2. Report Type Selection region Data provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc. Note: Descriptions of the <u>Tracking</u>, <u>Batch</u>, <u>Manufacturer 1099</u> <u>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 provided 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 Parent Org. ID or contract 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

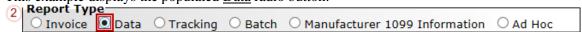
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

(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, Manufacturer 1099 Information, and Ad Hoc.

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



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 Sponsor.

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	2016
Invoice Paid By	08/19/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

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 Parent Org. ID B Cor	ntract Number C Re	porting Period	D Invoice Type	E 1 - 3 out of 3
	H2_2	ALL 🗸	ALL 🗸	ALL 🗸	

- A. <u>Parent Org. ID</u> column defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u> field displays the contract number for distributed invoices. The drop down list provides update capability to select any contract number from those assigned to the Parent Org. 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 Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	_G Download Spreadsheet	H Last Spreadsheet Downloaded Date
	BY Closeout	H2_2	2016	06/10/2016	0		0	
	Quarterly	H22	201504	12/31/2015	0		0	
	Quarterly	S30	201504	12/31/2015	0		0	
ľ	Quarterly	S30	201504	12/31/2015	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>Contract Number</u> column displays a specific contract number, or all contract numbers associated with the Parent Org. 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

Sponsors can 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 Sponsor.

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. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

ALMETTO		FOR MEDICARE & MEDICARD SERVI	TS			<u>Contact Us</u> <u>My Profile</u>	Logout Help Reporting Logged on as H2 _2 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
oonsor Po	ortal Cover	age Gap Di	scount Pro	ogram H	ome	2	
arent Org. ID In H22 AL	Contra voice Type Numbe		Status		1 - 9 out of 9	Welcome to Coverage Gap you can initiate a paymen payments and receipt of p your reports.	t, check the status of
Invoice Type	Contract Number	<u>Reporting</u> <u>Period</u>	<u>Status</u>	<u>Select</u>		For payment functions, sta	
Quarterly	H2_2	201504	Available	0		item from the list to the le	eft of this message.
Quarterly	H22	201504	Available	\bigcirc			
Quarterly	S30	201504	Available	0		Available Invoice is ready	for payment initiations
Quarterly	H22	201503	Available	\bigcirc		Failed One or more ite	ms has an unsuccessful
Quarterly	H22	201503	Available	0		payment attem	pt
Quarterly	S30	201503	Available	0		Incomplete One or more ite	
Quarterly	H22	201502	Available	0			for payment. Receipt of
Quarterly	H22	201502	Available	0			Manufacturer or Sponsor.
Quarterly	S30	201502	Available	0		Pending All line items ha successfully	
						Successful All line items have been seen as a second secon	h no invoice line items
						by: ALL V	ALL V
						H22	201601
						H22	201601
						S30	201601

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 A CELERIAN GROUP C		CENTERS FOR MEDICARE & MEDI	S CALD SERVICES		Cont	act Us My	Profile <u>Logout</u> <u>Hel</u>	Ip <u>Reporting</u> <u>Admin Menu</u> Logged on as XHK7 Test Environment
Home	Payme	ents Completed	Receipts	Reports	Disputes			
Sponsor	Portal	CGDP Re	ports				2	
Report Type	ata OTrack Contract N ALL	2	nufacturer 1099 Ini riod Invoice Typ Quarterly		loc out of 3	Cur Reporting Invoice Pa Invoice Dis Dispute Su Dispute Di	id By 08/ stribution 07/ ubmission	ar 2016 (19/2016 15/2016
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2_2	201504	12/31/2015	0			0	
Quarterly	H22	201504	12/31/2015	0			0	
Quarterly	S30	201504	12/31/2015	0			0	

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>Contract Number</u> in the **Reports Filter Results** region – Data.

PALMETTO A CELERIAN GROUP C		CENTERS FOR MEDICARE & MEDI	Said services			<u>C</u>	Contact Us My Profil	<u>e Logout Help Reportin</u> Logged on as XHK Test Environmer
Home	Payme	ents Completed	Receipts	Reports	Disputes			
Sponsor	Portal	CGDP Re	ports				ā.	
Report Type Invoice D Parent Org. ID H2_2 V		ing ○ Batch ○ Mar lumber Reporting Per ✓ ALL ✓	iufacturer 1099 In iod Invoice Ty Quarterly		loc out of 3	Cur Reporting Invoice Pa Invoice Di Dispute So Dispute Di	id By 08/ stribution 07/ ubmission	ar 2016 /19/2016 /15/2016
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2_2	201504	12/31/2015				0	
Quarterly	H22	201504	12/31/2015	0			0	
Quarterly	S30	201504	12/31/2015	0			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 <u>Open</u> button.

Do you want to open or save H22201504_detail_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save 🔻	Cancel	x
----------------------------------------------------------------------------------------------	------	--------	--------	---

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

H2_2_201504_detail_report.txt - Notepad			
File Edit Format View Help			
TPACH20150400001362014012110252110CDTH22			
TPAMH20150400000012014012110252110CDTP11			
BYRH 20150400000012012082014012110252110CDT			
DETCD201208000000100_6000000791491050000000456321060	000006035029010900000180000201208140117	0000000000{000000189B0000000189BH23120090000	0
BYRT 20150400000012012082014012110252110CDT0000001000000000	000{00000000189B00000000189B		
BYRH 20150400000022013042014012110252110CDT			
DETCD201504000000100800000007916869200000000258369190	00000032781800030000030000201312110119	000000000{00000075{000000075{H2280700000	0
DETCD201504000000200_80000007922816900000000258368790	00000614119202090000090000201310030116	000000000{000000235G000000235GH220040000	0
DETCD20150400000030060000005941213220130200456321060	000000264102010900000180000201304160114	000000020{00000000{00000020}H2_280720130)2
DETCD20150400000040060000006704141220130300456321060	00000029710302030000030000201309130119	0000000514G00000000000000514PH2_200720130	13
DETCD20150400000050060000006706536620130300456321060	00000628507201030000060000201309140118	0000000662E000000000{00000662NH2_200420130	13
DETCD201504000000600_60000006713956020130300456321060	00000096913604030000060000201309110112	0000001385G00000000000001385PH2201220130	13
DETCD20150400000070060000006714853320130300456321060	00000837427500030000060000201307210117	0000000345E000000364F000000019AH2200720130	13
			-

- 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.

PALMETTO A CELERIAN GROUP C		CENTERS FOR MEDICARE & MEDI	S CAID SERVICES			<u>C</u>	ontact Us <u>My Profil</u>	e <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
Home	Payme	ents Completed	Receipts	Reports	Disputes			
Sponsor	Portal	CGDP Re	ports				2	
Parent Org. ID H2_2 V	ata O Tracl Contract N ALL	3	nufacturer 1099 In riod Invoice Ty Quarterly		Hoc	Curr Reporting P Invoice Paid Invoice Dist Dispute Sul Dispute Dis	d By 08/ tribution 07/ bmission	ar 2016 19/2016 15/2016
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2_2	201504	12/31/2015	0	07/06/2016 @	0 11:00 AM	0	
Quarterly	H22	201504	12/31/2015	0			0	
Quarterly	S30	201504	12/31/2015	0			0	

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>Contract Number</u> in the **Reports Filter Results region – Data**.

PALMETTO A CELERIAN GROUP C		CENTERS FOR MEDICARE & MEDI	S CAUD SERVICES			<u>C</u>	iontact Us <u>My Profi</u> l		Help <u>Reporting</u> Logged on as XHK7 Test Environment
Home	Payme	nts Completed	Receipts	Reports	Disputes				
Sponsor	Portal	CGDP Re	ports				2		
Report Type	Contract N	ing ○Batch ○Mai umber Reporting Per ✓ ALL ✓	nufacturer 1099 In riod Invoice Tyj Quarterly		loc rout of 3	Cur Reporting Invoice Pa Invoice Dis Dispute Su Dispute Di	id By 08 stribution 07, ubmission	lar 2016 /19/2016 /15/2016	
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download Spreadsheet		preadsheet paded Date
Quarterly	H2_2	201504	12/31/2015	0					
Quarterly	H22	201504	12/31/2015	0			0		
Quarterly	S30	201504	12/31/2015	0			0		

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 Spread	adsheet Section - Internet Explorer	
https://apr	ps.tpadministrator.com/tpacqdp/SpreadsheetSelectionServlet	
- nech24/ abb	sapadrinistratoricom, cpacegap, opreadorece donoer rec	
most	e large volume of data needed to generate this report, the efficient option at this time is to download the report in tions. Please select each section from the list below.	
Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9	Download Report	

- 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 H2_2_201504_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.

		K 🖬 🐰	a 12 là (* - *) • 🛕 🗟 🏢 =		H2_2_201504	_readable_detai	_report.xlsx -	Microsoft Exce	4				- 0 - X	X
i	ile Ho	ome Insert	Page Layout	Formulas Data	Review	View Acr	obat						6	N 🕜 🗆 🖻	23
	ste	Calibri	• 11 • A		_	Vrap Text	General	· • 0 .00	Conditional	Format Cell	Insert Delete	Σ AutoSu	Sort & F	A lind &	
	board 🗔		r 🖽 🛪 🂁 ד 🤷 Font		E 🗱 🔯 N Alignment	1erge & Center	* \$*% G Numb	• \$.0 .00 oer ⊡	Formatting *	as Table * Styles		✓ Clear ▼	Filter * S Editing		
	C4	.	f _x												*
]	А	В	С	D	E	F		G	н	l.	J	К	L	Ę
	TPACH - SUBMITT CONTRAC		TPACH - CURRENT REPORTING	TPAMH - MANUFACTURER PNUMBER	RECORD	REPORT ID		DETCG - DETAIL REF (pos 19-38)		PREVIOUS	DETCG - PRODUCT SERVICE ID	DETCG - PRESCRIPTION SERVICE	DETCG - FILL NUMBER	DETCG - DAYS SUPPLY	
1	(pos 38-4	'	PERIOD (pos 6-11)	(pos 38-42)	CODE (pos 1-5)		(pos 12-18)			(pos 39-44)	(pos 45-63)	REFERENCE NO (pos 64-75)	(pos 76-77)	(pos 78-80)	
2	H2_2		201504	P1_1	DETCD	201208	0000001	00_600000	0079149105	000000	00456321060	000006035029	01	090	
3	H2_2		201504		DETCD	201304	0000001	00800000	0079168692	000000	00258369190	000000327818	00	030	
4	H2_2		201504		DETCD	201304	0000002	00800000	00079228169	000000	00258368790	000006141192	02	090	
5	H2_2		201504		DETCD	201304	0000003	00_60000	0059412132	201302	00456321060	000000264102	01	090	-
	() ⊢ H D	ETAIL REPOR	T (page 1) DET	AIL REPORT (page 2)	DETAIL	REPORT (page	e 3) / 💱 /	,	14	1	r II)		0% ——	• [ī) .:

- 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 C		CENTERS FOR MEDICARE & MED	S ICAID SERVICES			<u>c</u>	Contact Us <u>My Prof</u>	<u>ile Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
Home	Payme	nts Completed	Receipts	Reports	Disputes				
Sponsor	Portal	CGDP Re	eports	,			<u>ڪ</u>		
Parent Org. ID H2_2 V	Contract N	2			out of 3	Cur Reporting Invoice Pa Invoice Di Dispute Si Dispute D	id By 08 stribution 07 ubmission	dar 2016 8/19/2016 7/15/2016	
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download Spreadsheet		Spreadsheet Ioaded Date
Quarterly	H2_2	201504	12/31/2015	0			0	07/06/20	16 @ 11:11 AM
Quarterly	H22	201504	12/31/2015	0			0		
Quarterly	S30	201504	12/31/2015	0			0		

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

Accessing Benefit Year (BY) Closeout Data Reports

Sponsors can utilize the Portal to view detail data reports for BY Closeout invoice line items. The Contract Reimbursement Detail Report will inform the contract of any gap discount payments due to the Manufacturer for upheld disputes from Quarter 17 or previous quarters. The Contract 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. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

Home Payments Completed Receipts Disputes onsor Portal Coverage Gap Discount Program Home Image: Contract Number Reporting Period Status 1 - 15 out of 15 arent Org. Image: Contract Number Reporting Status 1 - 15 out of 15 nvoice Type Contract Number Reporting Status Status 1 - 15 out of 15 nvoice Type Contract Number Reporting Status Select Status Successful Status Successful Status Successful Successful Status Successful Status Successful		NY CENTERS FOR ME	DICARE & MEDICAID SERVICES					Test Environ
arent Org. Contract. Reporting Period Status 1 - 15 out of 15 H4_5 ALL ALL ALL ALL ALL Period nvoice Type Contract Number Reporting Period Status Select Select quarterly H4_3 201702 Successful Available Available Available Available Available Available Available Available Available Failed Now or or ore items has an unsuccessful NA NA <td< th=""><th>Home</th><th>Payments Co</th><th>mpleted</th><th>Receipts</th><th>Reports</th><th>Disputes</th><th></th><th></th></td<>	Home	Payments Co	mpleted	Receipts	Reports	Disputes		
ID Invoice Type Number Period Status 1 - 15 out of 15 H4_5 ALL	onsor Po	rtal Coverag	e Gap Dis	count Pro	gram Ho	ome	a	
Invoice Type Contract Number Reporting Period Status Select Quarterly H4_3 201702 Successful Successful Available Quarterly H4_4 201701 Available Available Available Quarterly H4_4 201701 Available Available Pailed Available Quarterly H4_4 201603 Available Available Pailed One or more items has an unsuccessful payment attempt Quarterly H4_4 201603 Available N/A Pailed One or more items has an unsuccessful payment attempt Quarterly H4_4 201603 Available One or more items have not been paid Quarterly H4_4 201603 Available One or more items have been paid successful Quarterly H4_4 201602 N/A One or more items have been paid successful Quarterly H4_4 201602 Available One or more items have been paid successful Quarterly H4_5 201602 Available One or more items have been paid successful Quarterly H4_5 201602 Av				Status		1 - 15 out of 15		
nvoice Type Contract Number Reporting Period Status Select Quarterly H43 201702 Successful O Quarterly H44 201702 Successful O Quarterly H43 201701 Available O Quarterly H43 201604 Available O Quarterly H44 201603 Available O Quarterly H43 201602 Available O Quarterly H44 201602 N/A O Quarterly H43 201602 Available O Quarterly H44 201602 Available O Quarterly H45 201602 Available O Quarterly H45 201602 Available O BY Closeout H4_5 201602	H4_5 AL	L V ALL V	ALL 🗸	ALL 🗸				ayments as well as view
Quarterly H4_3 201702 Successful Available Quarterly H4_4 201702 Successful Available Quarterly H4_3 201701 Available Failed One or more items has an unsuccessful payment attempt Quarterly H4_4 201701 Available Available Failed One or more items has an unsuccessful payment attempt Quarterly H4_3 201604 Available N/A Sponsor. Pending All line items have been paid successful Quarterly H4_1 201603 Available One or more items have been paid successful	nvoice Type	Contract Number		<u>Status</u>	<u>Select</u>		For payment functions, st	
Quarterly H4_4 201702 Successful O Quarterly H4_3 201701 Available O Quarterly H4_4 201701 Available O Quarterly H4_4 201701 Available O Quarterly H4_3 201604 Available O Quarterly H4_4 201603 Available O Quarterly H4_4 201602 Available O Quarterly H4_4 201602 Available O Quarterly H4_4 201602 Available O Quarterly H4_5 201602 Available O Quarterly H4_5 201602 Available O Reporting Periods with no invoice line item Filter Contract Number Reporting Period BY Closeout H4_5 201602	Ouarterly	H43		Successful	0			······
Quarterly H4_3 201701 Available Available Failed One or more items has an unsuccessful payment initiations from the paid of the payment attempt Quarterly H4_4 201604 Available One or more items has an unsuccessful payment initiations from the paid of the payment. Quarterly H4_4 201604 Available One or more items have not been paid N/A Quarterly H4_3 201603 Available One or more items have not been paid N/A Quarterly H4_4 201603 Available One or more items have not been paid N/A Quarterly H4_4 201603 Available One or more items have been initiated successfully Quarterly H4_4 201602 Available One or more items have been paid successfully Quarterly H4_4 201602 Available One or more items have been paid successfully Quarterly H4_5 201602 Available One or more items have been paid successfully Successful HI line items have been paid successfully Successful All line items have been paid successfully Quarterly H4_5 201602 Available One or more items have been paid successfully		H44	201702	Successful	0			
QuarterlyH4_4201701AvailableOQuarterlyH4_3201604AvailableOQuarterlyH4_4201603AvailableOQuarterlyH4_4201603AvailableOQuarterlyH4_4201603AvailableOQuarterlyH4_1201603AvailableOQuarterlyH4_1201602AvailableOQuarterlyH4_3201602AvailableOQuarterlyH4_4201602N/AOQuarterlyH4_4201602AvailableOQuarterlyH4_4201602AvailableOQuarterlyH4_5201602AvailableOBY CloseoutH4_52016AvailableOBY CloseoutH4_52016AvailableOH4_3201704AvailableOAvailableBY CloseoutH4_3201704AvailableOH4_3201704AvailableOAvailableBY CloseoutH4_3201703AvailableOBY CloseoutH4_3201704AvailableOH4_3201703AvailableOAvailableBY CloseoutH4_3201703AvailableOH4_3201703AvailableOAvailableBY CloseoutH4_3201703AvailableOH4_3201703AvailableOAvailableH4_3201703Availa	- /	H43	201701	Available	0			
Quarterly H4_3 201604 Available Incomplete One or more items have not been paid Quarterly H4_4 201603 Available N/A N		H44	201701	Available	0			
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Quarterly H4_1 201602 Available O Quarterly H4_5 201602 Available O BY Closeout H4_5 2016 Available O USY Closeout H4_5 2016 Available O USY Closeout H4_3 201704 H4_3 201703 H4_3 201504	Quarterly	H43	201602	Available	0			
Quarterly H4_1 201602 Available O Quarterly H5_7 201602 Available O BY Closeout H4_5 2016 Available O H4_5 2016 Available O ALL V Reporting Period H4_3 201704 H4_3 201703 H4_3 201504	Quarterly	H44	201602	N/A	0			
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BY Closeout H4_5 2016 Available Contract Number Reporting Period H4_3 201704 14_3 201703 14_3 201704 H4_3 201504 14_3 201504 14_3 201504	Quarterly	H5_7	201602	Available	0			
H4_3 201704 H4_3 201703 H4_3 201504	BY Closeout	H4_5	2016	Available	0			
H43 201703 H43 201504							Contract Number	Reporting Period
H43 201703 H43 201504							H43	201704
H43 201503							H43	201504
							H43	201503

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.

		· · ·	CENTERS FOR MEDICARE & MED	S ICAID SERVICES				<u>Contact Us</u> <u>My Prof</u>	file Logout Help Reporting Logged on as H4 Test Environmen	
	Home	Payme	nts Completed	Receipts	Reports	Disputes				
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	ent Org. ID H4 <u>5</u>	Contract N H45	umber Reporting Pe	riod Invoice Typ	-	1 out of 1	Invoice Pa Invoice Di Dispute Su Dispute Di	stribution 07, ubmission	/23/2016 /15/2016	
Invo	oice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download Spreadsheet	Last Spreadsheet Downloaded Date	
BY	Closeout	H45	2016	07/06/2016	0			0		

4. 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>Contract Number</u> in the **Reports Filter Results region – Data**.

	METTO RIAN GROUP CO		CENTERS FOR MEDICARE & MEE	IS MCAID SERVICES			<u>Contact U</u>	Js <u>My Profile</u>	Logo	lp <u>Reporting</u> ged on as H45 Fest Environment	
	Home	Payme	nts Completed	Receipts	Reports	Disputes					
Spo	Sponsor Portal CGDP Reports										
Pare	rt Type voice Di ent Org. ID H4_5	ata O Track Contract N H4_5	umber Reporting Pe	, , , , , , , , , , , , , , , , , , ,	pe 1-:	Hoc	Current Reporting Perio Invoice Paid B Invoice Distrib Dispute Submi Dispute Distrib	y 08, ution 07, ission	lar 2016 /23/2016 /15/2016		
	ice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Ro Download		Download Spreadsheet		preadsheet oaded Date	
BY I	Closeout	H45	2016	07/06/2016	\bigcirc						

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - *Open* 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 H45_2016_detail_report.txt from apps.tpadministrator.com?	Open	Save	•	Cancel	x

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

H4_5_2016_detail_report.txt - Notepad	
File Edit Format View Help	
TPACH20160000012016032310501312uCDH45	
TPAMH20160000012016032310501312ucDp10	
BYRH 201600000120112016032310501312UCD	
DETCD00000100_7633910 000006192272020010000015000201212010118 000000000A00000000000000000000000	
BYRT 201600000120112016032310501312ucd000000000000000000000000000000000000	
TPAMT20160000012016032310501312ucdp100000000001000000000000000000000000	=
TPAMH20160000022016032310501312UCDP15	
BYRH 201600000120112016032310501312UCD	
DETCD00000100_7633910 000006192272020010000015000201212010118 000000000A00000000000000000000000	
BYRT 201600000120112016032310501312UcD000000000000000000000000000000000000	
TPAMT20160000022016032310501312UCDP1500000000010000000000000000000000000	
TPACT20160000012016032310501312UCDH4500000000000000000000000000000000000	

- 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.

PALMETTO GBA, a celerian group company	Contact Us My Profile Logout Help Reporting Logged on as H4_5 Test Environment
Home Payments Completed Receipts Reports Disp	putes
Sponsor Portal CGDP Reports	<u>a</u>
Report Type Invoice Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc	Current Cutoff Calendar Reporting Period 2016 Invoice Paid By 08/23/2016
Parent Org. ID Contract Number Reporting Period Invoice Type 1 - 1 out of 1 H4_5 H4_5 ALL BY Closeout	Invoice Distribution 07/15/2016 Dispute Submission Dispute Distribution
	Last Report Download Last Spreadsheet wnloaded Date Spreadsheet Downloaded Date
BY Closeout H4_5 2016 07/06/2016 07/07/07	7/2016 @ 10:14 AM O

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>Contract Number</u> in the **Reports Filter Results region – Data**.

			CENTERS FOR MEDICARE A MED	S ICAID SERVICES			<u>Co</u>	ntact Us My Profil	e <u>Logout Help Rep</u> Logged on as Test Enviro	H4_5
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Spo	onsor	Portal	CGDP Re		<u>e</u>					
	voice Da		king OBatch OMa	nufacturer 1099 Int		Hoc	Reporting P Invoice Paid	d By 08,	2016 /23/2016	
	H45	H45		BY Closeou			Invoice Dist Dispute Sul Dispute Dis	bmission	/15/2016	
Invo	oice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Ro Download		Download Spreadsheet	Last Spreadsheet Downloaded Date	
BY	Closeout	H45	2016	07/06/2016	0	07/07/2016 (@ 10:14 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.

- 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 H4_5_2016_readable_detail_report.xlsx from apps.tpadministrator.com?	Open	Save	¥	Cancel	х

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

X	I D B R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S R C S													
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	А	В	С	D	E	F	G	Н	I.	J	K	L	М	-
1	SUBMITTING CONTRACT	YEAR	TPAMH - MANUFACTURER P-NUMBER (pos 36-40)	RECORD	SEQUENCE NO (pos 6-12)	PRODUCT SERVICE ID (pos 13-31)	PRESCRIPTION	FILL NUMBER	r" (QUANTITY DISPENSE	SERVICE	DETCD - SERVICE PROVIDER ID QUALIFIER (pos 67-68)	DETCD - SERVICE PROVIDER ID (pos 69-83)	DETCD - REPORTE DISCOUN PREVIOU (pos 84-9
2	H4_5	2016	P1_0	DETCD	0000001	00_7633910	000006192272	02	001	15.000	20121201	01	18	
3	H4_5	2016	P1_5	DETCD	0000001	00_7633910	000006192272	02	001	15.000	20121201	01	18	-
	↓ ▶ DETAIL ady	REPORT ((page 1) 🖉 🖉	1				1	14	1		1009	ο Θ	

- 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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Sponsor Portal CGDP Reports a									
Report Type O Invoice D	ata 🔿 Track	ing OBatch OMa	nufacturer 1099 Int	formation O Ad I	Hoc	Current Cutoff Calendar Reporting Period 2016			
Parent Org. ID H45	Contract N		Invoice Paid By Invoice Distribu Dispute Submis Dispute Distribu	tion 07 sion	%/23/2016 7/15/2016				
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Re Download		Download preadsheet	Last Spreadsheet Downloaded Date	
BY Closeout	H45	2016	07/06/2016	0	07/07/2016 @	0 10:14 AM	0	07/07/2016 @ 10:18 AM	

You have now completed accessing BY Closeout detail data reports.

CGDP Portal – Tracking Reports

The **Reports tab** – **Tracking** provides Sponsors with the ability to review the history of distributed invoice information. The **Tracking** report is a cumulative report showing the status of each gap discount PDE saved in the DDPS database. There is one (1) Tracking Report for each benefit year. Status codes on the report indicate if a PDE was invoiced or pended.

	PALMETTO GBA. A CELERIAN GROUP COMPANY	CINITIS FOR MEDICARE A MEDICARD	SIRVICES		<u>Contact Us</u>	<u>My Profile</u> <u>Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as H0 (Test Environmen
1	Home Pa	ayments Completed	Receipts Re	ports Disputes	3		
S	Sponsor Port	al CGDP Rep	orts			ā	
2 (Report Type Invoice Data Parent Org. ID Contra H0_0 A	act Number Reporting Period	acturer 1099 Information I Invoice Type ALL V	n O Ad Hoc 1 - 4 out of 4	3 Current Cuto Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	off Calendar 2016 08/23/2016 07/15/2016	
Ĺ					Dispute Distribution		
(5)	Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Download	led Date
5	Invoice Type Quarterly	Contract Number S5_2	Reporting ID 201214	Date Loaded 10/21/2015		Last Download	
5							
5	Quarterly	55_2	201214	10/21/2015			

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, Manufacturer 1099 Information, and Ad Hoc.

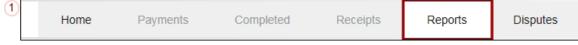
Note: Descriptions of the <u>Batch</u>, <u>Manufacturer 1099 Information</u>, and <u>Ad</u> <u>Hoc</u> report types follow in subsequent instructional sections of the manual for each report type. Descriptions and instructions of the <u>Invoice</u> and <u>Data</u> report types are provided in prior sections.

- 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 Parent Org. ID.
- 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.



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, Manufacturer 1099 Information, and Ad Hoc.

This example displays the populated <u>Tracking</u> radio button. **Report Type** O Invoice O Data Tracking O Batch O Manufacturer 1099 Information O Ad Hoc

The population of the <u>Tracking</u> radio button allows a user to select and view the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database.

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	201504						
	Invoice Paid By	03/10/2016						
	Invoice Distribution	01/31/2016						
	Dispute Submission	04/01/2016						
	Dispute Distribution	06/08/2016						

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 Parent Org. ID B C	ontract Number (Reporting Period	D Invoice Type	E 1 - 4 out of 4
	H00	ALL 🗸	ALL 🗸	ALL 🗸	

- A. <u>Parent Org. ID</u> column defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u> field displays the contract number for distributed invoices. The drop down list provides update capability to select any contract number from those assigned to the Parent Organization ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for distributed quarterly 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 report to view from the drop down menu. The <u>Invoice Type</u> field defaults to Quarterly.
- 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 cumulative 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 Contract Number	C Reporting ID	D Date Loaded	E Download File	F Last Downloaded Date
	Quarterly	S52	201214	10/21/2015	0	07/07/2016 @ 1:27 PM
	Quarterly	S58	201214	10/21/2015	0	
	Quarterly	S52	201117	10/21/2015	0	
	Quarterly	S58	201117	10/21/2015	0	

- A. <u>Invoice Type</u> column displays the type of invoice selected in the **Reports Filter region** and defaults to Quarterly.
- B. <u>Contract Number</u> column displays a specific contract number, or all contract numbers associated with the Parent Organization ID.
- C. <u>Reporting ID</u> column displays distributed quarterly tracking reports by corresponding reporting period, in calendar year and quarter, YYYYQQ, format.
- D. <u>Date Loaded</u> column displays the date distributed 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 invoice information loaded to the Portal.
- F. <u>Last Downloaded 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 – Tracking Reports

Accessing Tracking Reports

Sponsors can utilize the Portal to view tracking reports that contain invoice line item history. The **Reports tab** – **Tracking** provides Sponsors with the capability to select and view the cumulative benefit year reports that display the status of each Gap Discount PDE saved in the CMS database.

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 the tracking reports. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

PALMETTO a celerian group co		TOR MEDICARE & MEDICARD SERVICES				<u>Contact Us</u> <u>My Profil</u>	e <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as H0_0 Test Environment
Home	Payments	Completed F	Receipts	Reports	Disputes		
Sponsor Po	ortal Cove	age Gap Disc	count Pr	ogram H	ome	۵	
Parent Org. ID In H00 ALI	Contra voice Type Numbe L V ALL	r Period	Status		1 - 2 out of 2	Welcome to Coverage Ga you can initiate a payment payments and receipt of your reports.	
Invoice Type Quarterly Quarterly	Contract Number S5_2 S5_2	Reporting Period 201503 201502	<u>Status</u> Available Incomplete	Select		For payment functions, s item from the list to the	
Quarterly	S5 <u>8</u>	201502	Available	0		Failed One or more it payment atten Incomplete One or more it N/A No invoice due funds due from Pending All line items h successfully	ems have not been paid for payment. Receipt of Manufacturer or Sponsor.
						Reporting Periods wi Filter Contract Num by: ALL V Contract Number	th no invoice line items ber Reporting Period ALL Reporting Period
						S52 S52 S58 S58 S58 S58	201601 201504 201601 201504 201503

3. On the **Reports** tab, populate the <u>Tracking</u> radio button in the **Report Type Selection** region. Review the invoice types available for download when the <u>Invoice Type</u> is set to 'ALL'.in the **Reports Filter region**.

		Sistevices		<u>Contact Us</u>	My Profile Logout Help Repo Logged on as H Test Enviror
Home	Payments Completed	Receipts Re	ports Disputes		
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Parent Org. ID Con H00	Tracking OBatch OManu tract Number Reporting Perio ALL V ALL V	facturer 1099 Information d Invoice Type ALL	n O Ad Hoc	Current Cuto Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	ff Calendar 2016 08/23/2016 07/15/2016
Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
Invoice Type Quarterly	Contract Number S52	Reporting ID 201214	Date Loaded 10/21/2015	Download File	Last Downloaded Date
				Download File	Last Downloaded Date
Quarterly	S52	201214	10/21/2015	0	Last Downloaded Date

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

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Home Pa	ayments Completed	Receipts Re	ports Disputes		
ponsor Port	al CGDP Rep	orts		á	B
-	Tracking OBatch OManufa act Number Reporting Period	acturer 1099 Information	Ad Hoc	Current Cutoff Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	f Calendar 2016 08/23/2016 07/15/2016
Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
Invoice Type Quarterly	Contract Number S52	Reporting ID 201214	Date Loaded 10/21/2015	Download File	Last Downloaded Date
					Last Downloaded Date
Quarterly	S52	201214	10/21/2015		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 S5_2_201214_tracking_report.txt from apps.tpadministrator.com?	Open	Save 🔻	Cancel	×
	·			

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

S5_2_201214_tracking_report.txt - Notepad			X
File Edit Format View Help			
CGTCH20121400005652015081817164210CGT55_2			*
CGTBH20121400000012015081817164210CGTS52001			
DETCD0000001201201201506300000200000002734447202840001	000007005385110280000002400201203020114	2012-03-02 20:50:12.000000Y0003434F	
DETCD0000002201201201506300000200000002737550702324030	00000635548000030000030000201203070115	2012-10-02 11:54:39.000000y0000149E	
DETCD0000003201201201506300000200000002737740202324030	00000666716602030000060000201202160118	2012-02-16 21:40:01.000000y0001724D	
DETCD0000004201201201506300000200000002737754602324030	00000666716603030000060000201203190118	2012-03-19 21:12:48.000000y0001724D	
DETCD0000005201201201506300000200000002738192202871501	000000806876030280000030000201203150114	2012-03-15 13:28:44.000000y0001026I	
DETCD0000006201201201506300000200000002738192902751001	000000835519000280000010000201203140114	2012-03-14 22:12:19.000000y0000643G	
DETCD0000007201201201506300000200000002742057202327030	00000022252602030000030000201203060113	2015-05-29 20:47:54.000000Y0000837G	
DETCD00000820120120150630000020000002742058502751001	00000020796205030000020000201203110113	2015-05-29 20:47:55.000000Y0001287D	
DETCD0000009201201201506300000200000002742793302879959	00000132440802030000015000201203200118	2014-01-17 01:12:35.000000y0001228D	
DETCD0001086201201201506300000200000002743257166022956	00000036412601090000090000201206190111	A2015-05-29 18:01:52.000000Y0003127D	
DETCD0001087201203201506306854600000003554713566022956	00000050367200090000090000201209170116	2015-05-29 18:01:55.000000Y0005462D	
CGTBT20121400000012015081817164210CGT55200100000005587000000 {000000000000000000000000000000		00000{000000000000000000000000000000000	
CGTCT20121400005652015081817164210CGT55_200000045590000004177	6186E000000455900000041776186E00000000000000000000000000000000000	000000000000000000000000000000000000000	
{00000000000000000000000000000000000000	000000000000000000000000000000000000000		-

- 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 <u>Last Downloaded Date</u> column.

				Contact Us	<u>My Profile</u> <u>Logout</u>	Heln Renort
PALMETTO GBA		SERVICES			, <u></u> , <u></u>	Logged on as H0. Test Environm
Home F	Payments Completed	Receipts Re	eports Disputes	3		
Sponsor Port	tal CGDP Rep	orts			<u></u>	
-	Tracking OBatch OManuf ract Number Reporting Period	acturer 1099 Informatio	n O Ad Hoc	Current Cuto Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	off Calendar 2016 08/23/2016 07/15/2016	
Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Download	led Date
Quarterly	S52	201214	10/21/2015	0	07/07/2016 @	1:27 PM
Quarterly	S58	201214	10/21/2015	0		
i		201117	10/21/2015	0		
Quarterly	S52	201117	10/21/2015	0		

You have now completed accessing quarterly invoice 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.

LMETTO GBA		CAID SERVICES		<u>Contact Us</u> <u>My F</u>		Logged on a
Home	Payments Completed	Receipts Re	ports Disputes			
oonsor Por	tal CGDP Re	ports		2		
	Tracking Batch Mar tract Number Reporting Per		n ○ Ad Hoc 3	Current Cutoff Ca Reporting Period Invoice Paid By Invoice Distribution Dispute Submission	alendar 2016 08/23/2016 07/01/2016	
				Dispute Distribution		ļ
Parent Org. ID	Submission Date	Status	Download File		e	J
Parent Org. ID	Submission Date Submitted at 03/11/2016 @ 10:57 AM	Status Successfully processed	Download File	Dispute Distribution	e	ļ
_	Submitted at 03/11/2016			Dispute Distribution	^	J
_	Submitted at 03/11/2016 @ 10:57 AM Submitted at 03/11/2016	Successfully processed	0	Dispute Distribution	^	
_	Submitted at 03/11/2016 @ 10:57 AM Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015	Successfully processed Totally Rejected Partially Rejected	0	Last Download Date Last downloaded on 03/11/2016 @ 10:55 AM Last downloaded on	^	J
_	Submitted at 03/11/2016 @ 10:57 AM Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015	Successfully processed Totally Rejected Partially Rejected File rejected: Invalid	0 0 0	Last Download Date Last downloaded on 03/11/2016 @ 10:55 AM Last downloaded on		J
_	Submitted at 03/11/2016 @ 10:57 AM Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015 @ 4:11 PM	Successfully processed Totally Rejected Partially Rejected File rejected: Invalid Header record	0 0 0 0	Last Download Date Last Download Date Last downloaded on 03/11/2016 @ 10:55 AM Last downloaded on 09/11/2015 @ 4:12 PM Last downloaded on		J

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.
- 2. **Report Type Selection region Batch** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc.

Note: Descriptions of the <u>Manufacturer 1099 Information</u> and <u>Ad Hoc</u> report types follow in subsequent instructional sections of the manual. Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, and <u>Tracking</u> report types are provided 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 Parent Org. 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, Manufacturer 1099 Information, and Ad Hoc.

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

(2)	Report Typ	be		_			
9		O Data	O Tracking	Batch	O Manufacturer 1099 Information	O Ad Hoc	
			•	- Dates			

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 can 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	2016
	Invoice Paid By	08/23/2016
	Invoice Distribution	07/01/2016
	Dispute Submission	
	Dispute Distribution	

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 Parent Org. ID B Contract Numb	er C Reporting Period D Invoice Type	E 1 - 17 out of 17
	H00	ALL 🗸 ALL 🗸	

- A. <u>Parent Org ID</u> column defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number 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, or BY Closeout invoices 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.
- 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 Parent Org. ID	B Submission Date	C Status	Download File	E Last Download Date
	Submitted at 03/11/2016			
H00	@ 10:57 AM	Successfully processed	0	
	Submitted at 03/11/2016			Last downloaded on
	@ 10:55 AM	Totally Rejected	0	03/11/2016 @ 10:55 AM
	Submitted at 09/11/2015			Last downloaded on
	@ 4:12 PM	Partially Rejected	0	09/11/2015 @ 4:12 PM
	Submitted at 09/11/2015	File rejected: Invalid		
	@ 4:11 PM	Header record	0	
	Submitted at 08/13/2015			Last downloaded on
	@ 4:18 PM	Successfully processed	0	02/24/2016 @ 11:10 AM
	Submitted at 08/13/2015			
	@ 4:09 PM	Totally Rejected	0	
	Submitted at 08/13/2015	Primary Id and logon do		Last downloaded on
	@ 1:30 PM	not match	0	08/13/2015 @ 2:25 PM

- A. <u>Parent Org. ID</u> column defaults to the Parent Organization 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

Sponsors can 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 can 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. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

PALMETTO A CELERIAN GROUP CO		FOR MEDICARE & MEDICAID SERV	ICES			Contact Us <u>My Profile</u> <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as H0_0
Home	Payments	Completed	Receipts	Reports	Disputes	
Sponsor Po	ortal Cover	age Gap Di	scount Pro	gram H	lome	æ
	Contra- voice Type Numbe uarterly V ALL		Status		1 - 4 out of 4	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 Quarterly Quarterly Quarterly Quarterly	Contract Number H77 H77 H77 H77	Reporting Period 201601 201503 201502	Status Available N/A Incomplete Incomplete	Select		For payment functions, start by selecting a line item from the list to the left of this message. Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid 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 Contract Number Reporting Period by: H7_7 V ALL V Contract Number Reporting Period There is an invoice report for the selected Contract

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

CELERIAN GROUP COMPA		S		Logged on	1 aș H
Home	Payments Completed	Receipts	eports Disputes		
Sponsor Po	rtal CGDP Re	ports		2	
	○ Tracking ● Batch ○ Mar		on O Ad Hoc	Invoice Paid By 03/1	ar 201 10/2 31/2
H00	ALL 🗸	ALL V		Dispute Submission 04/0	01/2 08/2
Parent Org. ID	Submission Date	Status	Download File	Last Download Date	
	Submitted at 03/11/2016				
H00	@ 10:57 AM	Successfully processed	0	\sim	
H00	@ 10:57 AM Submitted at 03/11/2016 @ 10:55 AM	Successfully processed Totally Rejected	0	03/11/2016 @ 10:55 AM	
H00	Submitted at 03/11/2016		0	03/11/2016 @ 10:55 AM 09/11/2015 @ 4:12 PM	
H00	Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015	Totally Rejected	0		
H00	Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015	Totally Rejected Partially Rejected File rejected: Invalid	0		
H00	Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015 @ 4:11 PM Submitted at 08/13/2015	Totally Rejected Partially Rejected File rejected: Invalid Header record	0	09/11/2015 @ 4:12 PM	

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

PALMETTO GB		S CAID SERVICES	<u>Contact</u>	<u>Us My Profile Logout H</u>	<u>elp Reporti</u> gged on as HO_
Home	Payments Completed	Receipts Rep	orts Disputes		
Sponsor Po	ortal CGDP Re	ports		2	
	○ Tracking ● Batch ○ Mar ontract Number Reporting Per ALL ✓		Ad Hoc	Current Cutoff Ca Reporting Period Invoice Paid By Invoice Distribution Dispute Submission	20150 03/10/201 01/31/201 04/01/201
Parent Org. ID	Submission Date	Status	Download File	Dispute Distribution	06/08/201
H00	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	٥		^
	Submitted at 03/11/2016				
	@ 10:55 AM	Totally Rejected	0	03/11/2016 @ 10:55 AM	
	@ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	0	03/11/2016 @ 10:55 AM 09/11/2015 @ 4:12 PM	
	 @ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015 @ 4:11 PM 	Partially Rejected	-		
	© 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015 0 4:11 PM Submitted at 08/13/2015 © 4:18 PM	Partially Rejected File rejected: Invalid	0		
	© 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015 @ 4:11 PM Submitted at 08/13/2015	Partially Rejected File rejected: Invalid Header record Successfully processed Totally Rejected	0	09/11/2015 @ 4:12 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 <u>Open</u> button.

Do you want to open or save H00_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.

H0_0_batch_report (1).txt - Notepad	×
File Edit Format View Help	
HDR;H00;201504 DET;S52;P10;CG150410S52;20160311;N;Payment Initiated	*
	Ŧ

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.

yments Completed	Receipts	Reports Dispu		
		Dispu	tes	
al CGDP Re	ports			2
Fracking 💽 Batch 🔿 Man	ufacturer 1099 Informa	tion O Ad Hoc	Reporting Period	
act Number Reporting Peri	iod Invoice Type	1 - 17 out of 17	Invoice Paid By Invoice Distributi Dispute Submissi	
Submission Dato	Status	Download	Dispute Distribut	
Submitted at 03/11/2016 @ 10:57 AM				
Submitted at 03/11/2016 @ 10:55 AM	Totally Rejected	0	03/11/2016 @ 1	
Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	0	09/11/2015 @ 4	4:12 PM
@ 4:11 PM	File rejected: Invalid Header record	0		
@ 4:18 PM	Successfully processed	0	02/24/2016 @ 1	1:10 AM
@ 4:09 PM	Totally Rejected	0		
	Submission Date Submission Date Submitted at 03/11/2016 @ 10:57 AM Submitted at 03/11/2016 @ 10:55 AM Submitted at 09/11/2015 @ 4:12 PM Submitted at 09/11/2015 @ 4:18 PM Submitted at 08/13/2015	ALL Invoice Type ALL ALL ALL ALL Submission Date Status Submitted at 03/11/2016 Successfully processed © 10:57 AM Successfully processed Submitted at 03/11/2016 Totally Rejected Submitted at 09/11/2015 Partially Rejected Submitted at 08/13/2015 File rejected: Invalid Bubmitted at 08/13/2015 Successfully processed	act Number Reporting Period Invoice Type 1 - 17 out of 17 ALL ALL ALL Invoice Type 1 - 17 out of 17 Submission Date Status Download Submitted at 03/11/2016 0 0 © 10:57 AM Successfully processed 0 Submitted at 03/11/2016 0 0 © 10:57 AM Successfully Rejected 0 Submitted at 03/11/2015 Totally Rejected 0 Submitted at 09/11/2015 File rejected: Invalid 0 Submitted at 08/13/2015 Successfully processed 0 Submitted at 08/13/2015 Successfully processed 0	Tracking Batch O Manufacturer 1099 Information O Ad Hoc Reporting Period Invoice Type 1 - 17 out of 17 ALL V 1 - 17 out of 17 ALL V 1 - 17 out of 17 Submission Date Status Download File Last Download File Submission Date Status Download File Last Download File Submitted at 03/11/2016 O 3/15/2016 @ 1 © 10:57 AM Successfully processed O 3/15/2016 @ 1 Submitted at 03/11/2016 © 4:12 PM Partially Rejected 09/11/2015 @ 4 Submitted at 09/11/2015 File rejected: Invalid 0 0 Submitted at 08/13/2015 G 4:18 PM Successfully processed 0 02/24/2016 @ 1 Submitted at 08/13/2015 Successfully processed 0 02/24/2016 @ 1

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

CGDP Portal – Manufacturer 1099 Information Reports

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

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



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

The **Reports tab – Manufacturer 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 Manufacturer 1099 Information** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Manufacturer 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 in prior sections.

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

The upcoming pages will describe each region and the functions associated with <u>Manufacturer</u> <u>1099 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 – Manufacturer 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, Manufacturer 1099 Information, and Ad Hoc.

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

The population of the <u>Manufacturer 1099 Information</u> radio button provides a Sponsor with 1099 information for each Manufacturer participating in the Program. This 1099 information report will provide a user with relevant, easily identifiable, non-bank account information for Manufacturers. A user can 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	2016						
	Invoice Paid By	08/23/2016						
	Invoice Distribution	07/15/2016						
	Dispute Submission							
	Dispute Distribution							

Parent Org ID and Choose Format Region

The **Parent Org ID and Choose Format region** contains the <u>Parent Org ID</u> column that defaults to the Parent Organization 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.

4	Parent Org. ID	Choose Format				
	H43	\bigcirc Download Text File \bigcirc 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 – Manufacturer 1099 Information Reports

Accessing Manufacturer 1099 Information Reports

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

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 Manufacturer 1099 Information reports. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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 Sponsor for the reporting period.

CELERIAN GROUP COM		S FOR MEDICARE & MEDICAID SERVI	CES			Logged on as H0C
Home	Payments	Completed	Receipts	Reports	Disputes	
oonsor Poi	tal Cover	age Gap Di	scount Pro	gram H	lome	2
	Contra oice Type Numb Interly V ALL		Status		1 - 4 out of 4	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.
	Contract Number	Reporting Period	<u>Status</u> Available	<u>Select</u>		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	H77 H77 H77	201601 201504 201503	Available N/A Incomplete	0		Available Invoice is ready for payment initiations
Quarterly	H7 <u>7</u> 7	201502	Incomplete	0		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 Contract Number Reporting Period by: H7_7v ALL v
						Contract Number Reporting Period

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

ALMETTO GBA		CMS RS FOR MEDICARE & MEDICARD SE	RVICES		<u>Cor</u>	ntact Us My Profile Logo	ut <u>Help</u> <u>Reporti</u> Logged on as H4 _ Test Environm
Home	Payments	Completed	Receipts	Reports	Disputes		
ponsor Port	tal CGDF	P Reports				2	
• — Report Type —	Data O Tracking	•	1anufacturer 10	99 Information	○ Ad Hoc	Current Cutoff (Reporting Period Invoice Paid By	Calendar 2016

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

			Bervices		Cor	ntact Us My Profile Logo	out <u>Help</u> <u>Report</u> Logged on as H4 Test Environr
Home	Payments	Completed	Receipts	Reports	Disputes		
Ponsor Port Report Type		P Reports			0	Current Cutoff	Calendar
Parent Org. ID	Data O Trackin Choose Forma			99 Information	O Ad Hoc	Reporting Period Invoice Paid By Invoice Distribution	2016 08/23/2016 07/15/2016
H43	Download	Text File U Dov	vnioad Spreads	sneet		Dispute Submission Dispute Distribution	

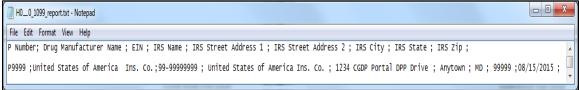
- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

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

		1			
Do you want to open or save H43_1099_report.txt from apps.tpadministrator.com?	Open	Save	•	Cancel	×

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

This example displays the downloaded text file with the type of information available on the <u>Manufacturer 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.

ALMETTO GBA	. Cert		SERVICES		Cor	<u>ntact Us</u> <u>My Profile</u> <u>Logo</u>	ut <u>Help</u> <u>Repor</u> Logged on as H4 Test Environ
Home	Payments	Completed	Receipts	Reports	Disputes		
ponsor Port Report Type —		P Reports				Current Cutoff	Calendar
○ Invoice ○ Data ○ Tracking ○ Batch					Reporting Period Invoice Paid By	2016	
Parent Org. ID	Choose Forma						08/23/2016

- 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 <u>Open</u> button.

Do you want to open or save 1099_report.xlsx from apps.tpadministrator.com?	Open	Save	•	Cancel	×
•		·			

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

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

	-	<u> </u>		*	_		_				
	😰 🗋 📽 📓 😭 🎉 🚵 🕲 (* * 9) • 🐧 望 圖 💌 SPN 2016.MF61099_report.edit.xlsx - Microsoft Excel										
F	File Home Insert Page Layout Formulas Data Review View										
	Normal Cut	Calibri • 11 • A			General 🔹		-		Σ AutoSur J Fill →	Zľ	ħ
Pas	ste 🛷 Format Painte	er 🖪 🛛 🛄 🕆 🔛 🕆 🖄 🕆 📥	* = = :	🗐 🖆 🚰 Merge & Center *	\$ - % •	nal Format Cell I Ig * as Table * Styles *	nsert Delete	Format	2 Clear •	Sort & Fi Filter ≠ Se	
	Clipboard	Fa Font	Es .	Alignment 🕞	Number 🕞	Styles	Cells			Editing	
	N2	▼ (= <i>f</i> x									٧
	А	В	С	D	E	F	G	н	1	J	K
1	P Number	Drug Manufacturer Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State		Date	For Future Use
2	P9999	United States of America Ins. Co.	99-9999999	United States of America Ins. Co.	1234 CGDP Portal DPP Drive		Anytown	MD	99999	8/15/2015	
3											

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

You have now completed accessing the <u>Manufacturer 1099 Information</u> 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 in 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 in the Portal. Fulfilled report requests are available via the population of the <u>Ad Hoc</u> radio button.

Note: Access to submit a <u>request</u> for an Ad Hoc report does not require authorized access to the Portal.

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
- 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 GBA. a celerian group company		S HERVICES			Contact Us My	Profile Logout	<u>Help</u> <u>Reporting</u> Logged on as S1_0 Test Environment
1	Home Pay	yments Completed	Receipts	Reports	Disputes			
	Sponsor Portal	CGDP Reports		·	(3)	Current Cutoff Ca	landar	
2	O Invoice O Data O Tr	racking OBatch OManufa	acturer 1099 Inform	nation 💽Ad I		Reporting Period Invoice Paid By	2017 08/26/2017	
4	Parent Org. ID Contrac	ct Number		1 - 7	1 out of 1	Invoice Distribution	07/19/2017	
l	S1_0 ALL	LV				Dispute Submission Dispute Distribution		
5	Contract Number	Reporting Period	Report Type	D	ate Loaded	Download File	Last Dow	nloaded Date
l	H04	201501	Invoice	(07/25/2017	0		

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, Manufacturer 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>Manufacturer 1099 Information</u> report types are provided 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 Parent Org. ID and all contract numbers associated with that Parent Org. 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.

(1)	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, Manufacturer 1099 Information, and Ad Hoc.

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

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

The population of the <u>Ad Hoc</u> radio button provides a Sponsor with the ability to request reports for Invoice, Data, Tracking, and Dispute Resolution files for data no longer available in the Portal.

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 Parent Org. ID B	Contract Number	C 1 - 1 out of 1
	S10	ALL 🗸	J

- A. <u>Parent Org. ID</u> column defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u> field defaults to ALL, but allows a user to sort reports visible by contract number associated with the Parent Org. 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>Parent Org. ID.</u>

Reports 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 Contract Number	^B Reporting P	Period	©Report Type	Date Loaded	E Download File	ELast Downloaded Date
	H04	201501	1	Invoice	07/25/2017	0	

- A. <u>Contract Number</u> column displays to the contract 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, Tracking, 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. Last Download Date 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</u> <u>Date</u>, whichever comes first.

CGDP Portal Instructions – Ad Hoc Reports

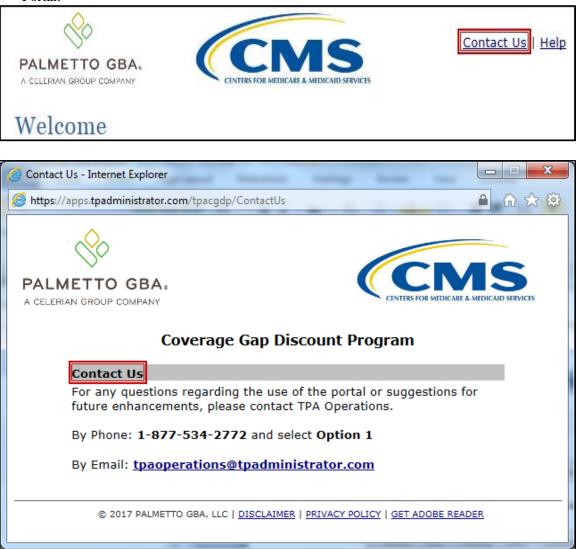
Submitting and Accessing Ad Hoc Reports

Sponsors can 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, Tracking, 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 an Invoice, Data, Tracking, or Dispute Resolution report no longer appearing in the Portal, users should contact the TPA utilizing the <u>Contact Us</u> link in the Portal. 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 for an Ad Hoc report does not require authorized access to the Portal.



- Authorized end users will access the Portal to review completed Ad Hoc reports requests. Instruction for daily login into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide 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.

		FOR MEDICARE & MEDICARD SERVICE	Б			Contact Us My Profile	<u>Logout</u> <u>Help</u> <u>Reportin</u> Logged on as S1 Test Environmer
Home	Payments	Completed	Receipts	Reports	Disputes		
ponsor Pa	ortal Cover	age Gap Dis	scount Pr	ogram H	ome	2	
Parent Org. ID In S10 ALL	Contrac voice Type Numbe		Status		1 - 4 out of 4	Welcome to Coverage Gap you can initiate a payment payments and receipt of pay your reports.	, check the status of
Invoice Type Quarterly	Contract Number	Reporting Period 201604	<u>Status</u> Available	Select		For payment functions, sta item from the list to the let	
Quarterly	S10	201604	Available	0			
Quarterly	H04	201603	Available	0			
Quarterly	S1_0	201603	Available	0		payment attem Incomplete One or more ite N/A No invoice due	ms has an unsuccessful pt ims have not been paid for payment. Receipt of Manufacturer or Sponsor. ive been initiated
						Reporting Periods with Filter Contract Numb by: ALL	
						Contract Number	Reporting Period
						H0_4	201602
						H0_4	201504
						H04	201503
						H04	201502

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

PALMETTO GBA: A CELERIAN GROUP COMPANY		ERVICES		<u>Contact Us</u> <u>My</u>	Profile Logout Help Rep Logged on as Test Envir	51_0
Home Pay	ments Completed	Receipts Re	eports Disputes			
Sponsor Portal	CGDP Reports			_		
	-					
Report Type O Invoice O Data O Tra	acking 🔿 Batch 🔿 Manufa	cturer 1099 Informatio	on 🖸 Ad Hoc	Current Cutoff Ca Reporting Period Invoice Paid By	2017	
O Invoice O Data O Tra	t Number	acturer 1099 Informatic	on Ad Hoc	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission		
O Invoice O Data O Tr. Parent Org. ID Contrac	t Number	acturer 1099 Informatic		Reporting Period Invoice Paid By Invoice Distribution	2017 08/26/2017	ta

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 GBA: a celerian group company		<u>Contact Us</u> <u>My Pr</u>	Log	elp <u>Reporting</u> ged on as S1_0 Test Environment			
Home P	ayments Completed	Receipts	Reports	Disputes			
Parent Org. ID Contr	CGDP Reports	acturer 1099 Info		Hoc	Current Cutoff Ca Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	slendar 2017 08/26/2017 07/19/2017	
Contract Number H0_4	Reporting Period 201501	Report Typ Invoice		ate Loaded	Download File	Last Downl	loaded Date

- 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 S10_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.

S1_0_report.txt - Notepad	
File Edit Format View Help	
TPACH20150100000112015042218082510C5MH0_4	*
TPAMH20150100000012015042218082510C5MP12	
PTOT 2012130000001P1_2H0_4000000002955D00000000000000000000002955M	
PTOT 201309000002P12H04000000001794H0000000000000000000001794Q	
PTOT 2014050000003P12H04000000005603E000000066635B000000061031G	
PTOT 2015010000004P12H0400000000000000000000000000000000	
TPAMT20150100000012015042218082510C5MP1200000040000000010353G0000000167581C0000000157227FCG150)112H04

- 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. A CELERIAN GROUP COMPANY						<u>Contact Us</u> <u>My P</u> i		Help Reporting .ogged on as S10 Test Environment	
	Home	Payments	Completed	Receipts	Reports	Disputes			
Repor			P Reports Batch ○ Manufa	acturer 1099 Infe	ormation Ad H	loc out of 1	Current Cutoff C Reporting Period Invoice Paid By Invoice Distribution Dispute Submission	alendar 2017 08/26/2017 07/19/2017	
Co	ontract Number	r Report	ing Period	Report Typ	pe Di	ate Loaded	Dispute Distribution Download File	Last Dow	nloaded Date
	H04	21	01501	Invoice	0	7/25/2017	0		wnloaded on 17 @ 8:19 AM

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 **CGDP Sponsor Portal Reports 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 Sponsors. Reports are distributed to the Portal on the "<u>Quarterly</u> <u>Invoice Receipt Date</u>" as defined in the <u>Medicare Part D CGDP Calendar</u>.

This guide presented six (6) 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 these Part D Sponsor reports appear on the Reports tab, both quarterly reports and BY Closeout reports, which are available for review and retrieval.

Note: Sponsor report formats are located under <u>*Invoices*</u> 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

Appendix	A:	Acronym	List
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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	B:	Error	Message	Descriptions	
rppondix			TTEBBuge	Descriptions	

Error Descriptions	Process
Batch File Errors	1
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 and	Batch
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	Initiation
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

Glossary

Term	Definition	
Authorization Amount	Displays the amount authorized for payment processing, including 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 in 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	Region of the active tab that provides the reporting period of the invoice	
Period	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.	
Logout 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. From Medicare Coverage Gap Discount Program Agreement, item I.j.	
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 measurement	
Pending	initiation process. Status designation of an invoice that denotes that all line items have been	
Previous Deferred Amount	initiated successfully.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.