# Coverage Gap Discount Program (CGDP) New CGDP Portal Direct Payment Process

# Sponsor Portal Users Guide







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## Introduction

The Third Party Administrator (TPA) is the single point of contact between pharmaceutical Manufacturers and Part D Sponsors with the Coverage Gap Discount Program (CGDP). As stated in the Social Security Act (SSA), section1860D-14A(d)(3), the TPA is required to receive and transmit information between the Centers for Medicare & Medicaid Services (CMS), pharmaceutical Manufacturers, and other entities as appropriate. It is also required to receive, distribute, or facilitate the distribution of funds of pharmaceutical Manufacturers to appropriate entities, provide adequate and timely information to pharmaceutical Manufacturers, and permit Manufacturers to conduct periodic audits of the data and information used by the TPA to determine Manufacturer discounts for applicable drugs under the Medicare Coverage Gap Discount Program.

TPA Operations established CGDP TPA Mailboxes for Sponsors to fulfill the statutory requirements in the SSA. Within the mailbox, Sponsors can select from menu options to access invoices and reports, electronic funds transfer (EFT) file downloads and a payment confirmation guide.

This process presents the following challenges to the completion of the CGDP requirements:

- Actual payments may not match invoiced amounts
- Confirmations may not match actual payments
- Received payments may or may not be confirmed
- Misapplied payments may happen due to missing EFT identifiers

To help alleviate these challenges, the CGDP Portal Direct Payment Process (DPP) will provide Sponsors the ability to perform the following:

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

The CGDP Portal DPP allows Sponsors the ability to review invoice line item payments due from the Manufacturer. It also provides the ability to initiate bank-to-bank Automated Clearing House (ACH) transfers for invoice line item payments due back to Manufacturers, similar to the way online banking customers pay monthly bills. The CGDP Portal DPP will become the active system starting with the calendar year 2015 Q2 reporting period.

Utilizing the CGDP Portal DPP will eliminate the need for secure file transfer protocol (SFTP) mailboxes, conversion of invoice files to confirmation files, invoice line item amount payment discrepancies and downloading EFT files to complete the payment process. There will be no payment confirmation reports accepted after August 14, 2015 for any invoicing period

The Sponsor Portal DPP Users Guide will provide information on the functions available in the CGDP Portal DPP as well as tasked-based instructions for performing payment and receipt processing and report retrieval.

## **CGDP Portal DPP Icons**

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

ICON/LINK	Definition
	Calendar icon provides an expanded calendar that allows users to select
	future months and dates.
Contact Us	Contact Us link provides contact information for the TPA Operations
	Team
Help	Help link provides access to the New Direct Payment Process Information
	section of the TPA Operations website
Logout	Logout link provides one-click access for logging out of the Web Portal
	DPP system
My Profile	My Profile link provides the ability to update the login password, security
	questions, or payment initiation PIN.
	Next Page icon provides access to move forward to next page in document
	Prior Page icon provides access to return to prior page in document, when
	available
	Printer icon provides users with displayed information formatted in a
j	Microsoft Excel file.
Reporting	<i>Reporting</i> link provides a readable version of the data report.
1	

## **CGDP Portal DPP Functions**

## **CGDP Portal DPP Login**

PALMETTO GBA.	
Coverage Gap Discour	nt Program
	User Id: Password: Login

1) To access the CGDP Portal DPP system, Sponsors will enter his/her credential information provided by the TPA Operations Team.

The User ID is the Parent Organization ID. The Parent Organization ID number categorizes the information loaded to the CGDP Portal DPP. Information is limited to only the Sponsor Contract Numbers associated with the Parent Organization ID.

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

## **CGDP Portal DPP Security Settings**

2) There can potentially be 2 different roles within the portal: one for Administration purposes with no payment initiation capability and another strictly for Payment Initiation purposes. Accounts will be created with both roles for the primary contact by default, but the Payment Initiation role can be assigned to a different person upon receipt of written authorization sent in to the TPA Operations. All first time users with payment initiation authority will also be required to provide a 4 digit pass code for payment purposes.

	GBA. CMS	Contact Us   My Profile   Logout   Help
CLERKAN GROUP CO	AN PANEY CENTERS FOR MEDICARE & MEDICARE SERVICES	
	Coverage Gap Disc	ount Program
	Due to system security requirements your acc	ount will need to be updated with
	the information below. Please complete the fo	rm to proceed.
	Enter PIN:	
	Retype PIN:	
	Question #1:	~
	Answer #1:	
	Question #2:	~
	Answer #2:	
	Allswer +2.	
	Question #3:	~

3) The 4 digit PIN must be numeric and entered correctly when retyped. If not you will receive the error message(s) listed below.

PALMETTO GBA	(	CM	S AND MANY NEW	Contact Us   My Profile   Lozout   Help	
	Covor		Discount Pr		
	Cover	New PIN mi New PIN an match.	wor Messages ust be numeric. Id Retype New PIN do not		
Du	e to system se	Secu urity requireme	rity Data Missing	be updated with	
the	information b	low. Please com	plete the form to proceed.		
	Retype PIN:	•••			
	Question #1:	What was the hou	se number and street name you in	red in as a child? 💙	
	Answer #1:	••••			
		In what town or cit	v was your first full time job?	~	
	Question #2:	THE WEITHE CONVENTION OF	A second have seen to see the second		
_	Question #2: Answer #2:	•••••			
_	Question #2: Answer #2: Question #3:	What time of the d	lay was your first child born? (hh.m	im) ~]	

4) All first time users, regardless of roles, will also be asked to provide answers to three selected security questions. Use the drop list to choose each question. Note: User must select three different questions.

PALMETTO GBA.	Contact Us   My Profile   Lozost   Help
	Coverage Gap Discount Program
	Security Data Missing
	Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.
	Enter PIN: .
	Retype PIN: [
	Question #1: What primary school did you attend?
	Answer #1:
	Question #2: In what town or city did your mother and father meet?
	Answer #2:
	Question #3
	Answer #3: What was the house number and street name you lived in as a child? What were the last four digits of your childhood telephone number? What primary school did you attend? In what town or city was your first full time job? In what town or city did your meet your spouse/parter? What are the last five digits of your chiver's licence number? In what town or city did your mother and father meet? What time of the day was your first child born? (hh mm)

5) The answers to each question should be entered in the *Answer* # boxes. Click *Save* once all three questions have been chosen and answered.

COLORIAN GROUP	CONTROL OF MEDICARE & MEDICARE STREAM	
	Coverage Gap Discount Prog	gram
	Security Data Missing	
	Due to system security requirements your account will need to be the information below. Please complete the form to proceed.	updated with
	Question #1: What primary school did you attend?	~
	Answer #1:	
	Question #2: In what town or city was your first full time job?	~
	Answer #2: •••••	
	Question #3: In what town or city did your mother and father meet?	~
	Another Mar Local	

6) Once all three questions are answered, one of those questions will be randomly chosen again for you to answer. Once the answer is entered, click *Validate*.

PALMETTO GBA.	CENTES FOR MEDICARE A MEDICARE MENACIS	Contact Us   My Profile   Logent   Help
	Coverage Gap Discount Pro	gram
	User Validation	
	Due to system security requirements you will need to answe question below to gain access to the application.	er the
1	What primary school did you attend? Answer:	
	Validate	

7) After 3 failed attempts, you will receive the error message listed below. If you receive this message, please contact TPA Operations to have your account reset. The TPA Operations contact information can be found under the *Contact Us* link.

PALMETTO GBA.		Contact Us   My Profile   Logost   Help
Co	verage Gap Discount Pro	gram
	Error Messages  The answer is incorrect.  Please use the 'Contact Us' link to contact TPA Operations for assistance.	
	User Validation	
Due que	to system security requirements you will need to answ stion below to gain access to the application.	er the
In v	hat town or city was your first full time job?	
Ans	wer: 🕨 🔹 🛛 Validate	

٦

8) The user will also have the option to change his/her security information through the functions located under the My Profile link as seen below.



9) The user will have the option to *Change Password*, change *Two-Way Authentication*, or *Update Pin*.

	PALMETTO GI
Longed on as	
Account Maintenance	
Change Password	
Two-Factor Authentication	
Update PIN	

10) If the user chooses *Change Password*, the following screen will be displayed. The old password must be entered and the rules designated for password changes must be followed. Once the changes are made, click *Save*.

	e Gan Discount Program
Pa	assword Modification
Rules for Passwords:	
<ul> <li>Is at least 8 chara</li> <li>Must contain an u</li> <li>Must contain a log</li> <li>Must have at leas</li> <li>Must contain num</li> <li>Must start with a</li> </ul>	acters long. upper case letter. wer case letter. it one special character (such as @#\$). ubers (0-9) and letters (A-Z, a-z). letter.
Current Password:	
New Password:	
Retype New Password:	
	Save Cancel

11) If the user chooses *Two-Factor Authentication* and wishes to change his/her security questions, the following screen will be displayed. Note: The current questions and answers will be displayed. Make the changes then click *Save*.

PALMETTO G	BA. PANY
	Coverage Gap Discount Program
	Logged on as .
	Two-Factor Authentication Information
Question #1:	What was the house number and street name you lived in as a child? $\checkmark$
Answer #1:	••••
Question #2:	In what town or city was your first full time job?
Answer #2:	••••
Question #3:	What time of the day was your first child born? (hh:mm)
Answer #3:	••••
	Save Cancel

12) If the user chooses *Update Pin* and he/she is authorized to initiate payments, the following screen will be displayed. The old pin must be entered and the new pin a four digit numeric code.

PALMETTO GBA	Coverage	Gap Discount Program
	corerage	Logged on as
		PIN Modification
	Old PIN:	
	New PIN:	
	Retype New PIN:	
		Save Cancel

F				CUMBING	MS DICALIF & MEDICARD SHEWES		Contact Us   My Profile   Logout   Help
0	Home			Report	s		2
	Sponsor Port	al Co	overage Gap	Discou	nt Program		
2	Parent Org. ID: H0_0 V	Contract Num ANY V	ber Reporting Period:	Status: ANY	✓ ●	3	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.
4	Parent Org. ID H0_0	Contract Number H3 9	Reporting Period 201401	<u>Status</u> Pending	Select		For payment functions, start by selecting a line item from the list to the left of this message.
	H00	H5_9	201401	Available	0		
	H00 H00	H50 H79	201401 201401	Available Available	0	5	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful
	H00 H00	H71 H76	201401 201401	Available Pending	0		payment attempt Incomplete - One or more items have not been paid Danding All line items have been initiated
	H00 H00	H8_3 H9_7	201401 201401	Available Available	0		successfull Successful - All line items have been paid
	H00 H00	\$0_7 \$5_9	201401 201401	Pending Pending	0		successfully
	H0_0	\$5 <u>8</u>	201401	Failed	0		

## CGDP Portal DPP Home Tab

The Home tab allows the user to begin research and work with distributed invoices.

The **Home** tab has the following five regions.

- 1. **Tabbed region**: displays the tabbed page that is currently active. The tabbed region is available in all functionality of the system and provides a user with the ability to move throughout the system.
- 2. **Home Filter region**: allows the user to search data listed by the defaulted Parent Organization ID.
- 3. Home Welcome Message region: provides a message of activities that are available in the system.
- 4. Home Filter Results region: displays results based on data entered into the Home Filter region.
- 5. Home Status Definitions region: provides definitions of the statuses displayed in the Home Filter Results region.

The following pages will describe each region and its associated functions.

## **Tabbed Region - Home**

1	Home	Payments	Completed	Receipts	Reports

After logging into the CGDP Portal DPP, the active tab displayed is the **Home** tab. The **Tabbed region** displays with the following available tabs:

- Home
- Reports

Selecting a distribution invoice line for review in the **Home Filter Results region** will activate the following tabs in the **Tabbed region**:

- Payments
- Completed
- Receipts

1	Home	Payments	Completed	Receipts	Reports
---	------	----------	-----------	----------	---------

## Home Filter Region

0	A Parent Org. ID:	B Contract Number	C Reporting Period:	D Status:	
C	H0_0 V	ANY 🗸	2014 01 🗸	ANY 🗸	

The **Home Filter region** contains the following four fields to assist a user with narrowing distributed invoice criteria:

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: allows the user to select a Sponsor Contract Number, associated with the Parent Organization ID, from the drop down list.
   Note: Sponsors may have multiple Contract Numbers associated with the Parent Organization ID. To view all Contract Numbers for the Parent Organization ID, users can select 'ANY' from the drop down list.
- C. <u>Reporting Period</u>: allows the user to select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ANY' from the drop down list.
- D. <u>Status</u>: allows the user to select a specific status assigned to distributed invoices or allows a user to select 'ANY' to view all statuses assigned. Statuses can be one of five selections:
  - Available
  - Failed
  - Incomplete
  - Pending
  - Successful

### Home Welcome Message Region

3

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

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

The **Home Welcome Message region** provides a quick overview of some of the tasks that are available in the system as well as providing instruction for beginning the payment functionality process.

A Parent Org. ID	B Contract Number	C Reporting Period	D Status	E Select
H00	H39	201401	Pending	0
H00	H59	201401	Available	0
H00	H52	201401	Available	$\odot$
H00	H50	201401	Available	$\bigcirc$
H00	H79	201401	Available	$\odot$
H00	H71	201401	Available	$\bigcirc$
H00	H76	201401	Pending	$\odot$
H00	H8_3	201401	Available	$\bigcirc$
H00	H97	201401	Available	$\odot$
H00	<b>S0</b> 7	201401	Pending	$\bigcirc$
H00	\$59	201401	Pending	0
H00	S58	201401	Failed	0

### Home Filter Results Region

The **Home Filter Results region** displays information requested in the **Home Filter region** based on the data selected in the <u>Contract Number</u>, <u>Reporting Period</u>, or <u>Status</u> fields.

The **Home Filter Results region** contains the following five fields that assist a user in reviewing distributed invoices for processing:

- A. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: displays a specific Contract Number or all Contract Numbers associated with the Parent Organization ID, based on the distributed invoice line selected in the **Home Filter region**.
- C. <u>Reporting Period</u>: displays invoices distributed by calendar year and quarter, in YYYYQQ format. Display can contain specific quarters or all distributed quarters, based on the selection in the **Home Filter region**.
- D. <u>Status</u>: displays the status of distributed invoices. Display can contain data for one status type or display all statuses, based on the selection criteria entered in the **Home Filter region**.
- E. <u>Select</u>: allows the user to select an individual distributed invoice line to access invoice line items associated with the invoice. This action also activates all tabs in the **Tabbed region**.

In the following	example, the distribu	ited involce selected dis	plays the status of Available.	
	a			
Parent Org. ID	Contract Number	Reporting Period	Status E Select	
H00	H39	201401	Pending O	
H0 0	H5 9	201401	Available 💿	

H5\_2

H5\_\_0

In the following example, the distributed invoice selected displays the status of Available

201401

201401

H0\_\_\_0

H0\_\_0

(4)

0

 $\bigcirc$ 

Available

Available

## **Home Status Definitions**

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

The **Home Status Definitions region** provides explanations of each of the statuses that may display in the **Home Filter Results region**.

1       Home       Payments       Completed       Receipts       Reports         Sponsor Portal       CGDP Payments       ② Invoiced Reporting Period: 201401       ③ Payments due 6/8/2014         P Number:       P1_4       Parent Org. ID: H0_0       Contract Number: H5_9 ∨       ⑤       Payment Informati Total Invoiced         P Number       Previous       Initiate       All       ⑤       Payment Informati Total Invoiced         P Number       Previous       Deferred Amount       Payment/Failed Date       Initiate Payment       Defer       Failed         P1_4       71.79       0.00       12/22/2014       Image: Contract Number       Submit         Pending Transactions       Image: Contract Number       Stop Payment       Total Available         P Number       Authorization Amt.       Date Submitted       Payment Date       Stop Payment	Contact Us   My Profile   Logout   Help	
Sponsor Portal       CGDP Payments       ② Invoiced Reporting Period: 201401       ③ Payments due 6/8/2014         P Number: P1_4        Parent Org. ID: H0_0       Contract Number: H5_9        ⑥       Payment Informatin Total Invoiced         P Number       Invoiced Amt.       Previous Deferred Amount       Initiate Payment/Failed Date Amount       Initiate Payment/Failed Date       Initiate Payment       Deferred Payment       Failed Total Pending Total Available         P Number       Update All       12/22/2014       Image: Stop Payment       Submit         Pending Transactions       Image: Stop Payment       Total Stop Payment       Total Stop Payment	Receipts Reports	
Initiate All     Total Failed       P Number     Invoiced Amt.     Previous Deferred Amount     Initiate Payment/Failed Date     Initiate Payment     Defer     Failed       P1_4     71.79     0.00     12/22/2014     Image: Constraint of the second	7 ments       ② Invoiced Reporting Period: 201401       ③ Payments due 6/8/2014         Contract Number: H5_9 v       ⑤       Payment Information Total Invoiced       7	71.79
P Number     Invoiced Amt.     Deferred Amount     Initiate Payment/Failed Date     Initiate Payment     Defer     Failed       P1_4     71.79     0.00     12/22/2014     Image: Constraint of the constraint	Total Failed	0.00
P1_4     71.79     0.00     12/22/2014     Total Successful       Image: Dynamic Constraints     Image: Dynamic Constraints     Image: Dynamic Constraints     Image: Dynamic Constraints       P Number     Authorization Amt.     Date Submitted     Payment Date     Stop Payment	ailed Date Initiate Defer Failed Total Deterred	0.00
Update All 12/22/2014 Submit Pending Transactions P Number Authorization Amt. Date Submitted Payment Date Stop Payment V. V. V.	Total Successful Total Available 7	0.00 71.79
Pending Transactions  Pnumber Authorization Amt. Date Submitted Payment Date Stop Payment Payment Initiation Upload Browners	Submit	
No data	abmitted Payment Date Stop Payment	Upl

## CGDP Portal DPP Payments Tab

The **Payments** tab allows the user to review and process payment information for invoice line items by Manufacturer P Number.

The **Payments** tab has the following eight regions:

- 1. **Tabbed region**: displays the tabbed page that is currently active.
- 2. **Payments Invoice Reporting Period region**: displays the specific quarter reporting period for invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**.
- 3. **Payments due region**: displays the date the invoice line items are due to Manufacturers, in MM/DD/YYYY format, based on the reporting period selected in the **Home Filter region**.
- 4. **Payments Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
- 5. **Payment Information region**: displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as payment functionality is processed.
- 6. **Payments Initiation region**: displays invoice line items based on P Number and Contract Number data entered into the **Payments Filter region**.
- 7. **Payment Initiation Upload region**: allows the user to create and upload multiple paid invoice line item data for ease in completing the payment initiation functionality, instead of working with each individual Manufacturer invoice line item.
- 8. Payments Pending Transactions region: displays invoice line items that are pending payment.

The following pages will describe each region and its associated functions.

### **Tabbed Region - Payments**



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

### **Payments Invoiced Reporting Period Region**

2	Invoiced Reporting Period: 201401
---	-----------------------------------

This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 1<sup>st</sup> quarter of calendar year 2014 will appear in the **Payments Initiation region** on the **Payments** tab.

### Payments Due Region

3 Payments due 3/31/2014

This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days. In this example, the invoice line items displayed in the **Payments Initiation region** are due by the date listed in the **Payments Due region**.

#### **Payments Filter Region**

-				
4	A P Number: P1_4 V	B Parent Org. ID: H0_0	C Contract Number: H5_9 ∨	$\odot$

The **Payments Filter region** contains the following three fields to assist a user with narrowing invoice line item search criteria.

- A. <u>P Number</u>: displays the P Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID. Note: this field will only allow update to P Numbers that have invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
- B. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.
- C. <u>Contract Number</u>: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.

## **Payment Information Region**

5		Payment In	formation	
	Α	Total Invoiced	71.79	
	В	Total Failed	0.00	
	С	Total Deferred	0.00	
	D	Total Pending	0.00	
	Е	Total Successful	0.00	
	F	Total Available	71.79	

The **Payment Information region** provides a summary view of activities that occur on the **Payments** page.

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

- A. <u>Total Invoiced</u>: displays total dollar amount of invoice line items that require payment for the reporting period.
- B. <u>Total Failed</u>: 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.
- C. <u>Total Deferred</u>: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. <u>Total Pending</u>: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- E. <u>Total Successful</u>: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. <u>Total Available</u>: displays the total dollar amount of remaining invoice line items requiring payment.

## **Payments Initiation Region**

					E		
6	A P Number	B Invoiced Amt.	C Previous Deferred Amount	D Payment/ Failed Date	F Initiate Payment	G Defer	H Failed
	P1_4	71.79	0.00	12/22/2014			
			🗌 Update	All 12/22/2014			J Submit

The **Payments Initiation region** displays information requested in the **Payments Filter region**, based on the data selected in the <u>P Number</u> or <u>Contract Number</u> fields.

This region contains the following nine fields that assist a user in processing invoice line items for payment.

- A. <u>P Number</u>: displays the Manufacturer P Number.
- B. <u>Invoiced Amt.</u>: displays the invoice line item amounts due to the Manufacturer. **Note**: This amount is automatically populated from the quarterly invoice and cannot be modified.
- C. <u>Previous Deferred Amount</u>: displays amounts that qualified for deferment from the prior reporting period(s).

D. <u>Payment/Failed Date</u>: displays the current date of a generated invoice line item payment, in MM/DD/YYYY format.

					□ Initiate All		
6	P Number	Invoiced Amt.	Previous Deferred Amount	D Payment/ Failed Date	Initiate Payment	Defer	Failed
	P1_4	71.79	0.00	12/22/2014			
			Updat 🗌	e All 12/22/2014			Submit

In the following example, the <u>Payment Date</u> defaults to current date of 12/22/2014.

The <u>Payment Date</u> field also contains a *Calendar* icon to allow a user to update payment dates to a future date. Users can either manually enter the date into the field, in MM/DD/YYYY format, or utilize the *Calendar* icon to populate the updated payment date.

In the following example, the calendar has the date of 12/05/2014 selected.

6	D Pag	<b>ymen</b> 5/2014	t Da	te			
	<	D	)ecer	nber 2	2014		>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
		Go	o To T	oday	Close	9	

E. <u>Initiate All</u>: provides a user with the functionality to populate the check box with a check mark, which selects all displayed invoice line items on the active page to be paid.

In the following example, the <u>Initiate All</u> check box is populated and all check boxes for the invoice line items on the active page are populated.

					E 🗹 Initiate All		
6	P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	F Initiate Payment	Defer	Failed
	P1_4	71.79	0.00	12/22/2014			
			🗌 Upda	te All 12/22/2014			Submit

The Payment Date will default to the current date when the Initiate All functionality is used.

**Note:** Selecting the <u>Initiate All</u> check box will only select invoice line items displayed in the active **Payments Initiation region**. To process all invoice line items utilizing the <u>Initiate All</u> function a user must select the *Next Page* icon, populate the <u>Initiate All</u> check box for the invoice line items displayed on the active page, and select the *Submit* button.

De-selecting the <u>Initiate All</u> check box will remove all <u>Initiate Payment</u> check marks for invoice line items on the active page.

F. <u>Initiate Payment</u>: allows the user to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

G. <u>Defer</u>: provides a check box available for selection when the <u>Invoiced Amt</u>. or the combination of the <u>Invoiced Amt</u>. and the <u>Previous Deferred Amount</u> total less than the system-default allowable amount. The process provides the functionality to defer an invoice line item to a subsequent reporting period if the Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

**Note**: Sponsors should only utilize deferment when the invoice line item amount is less than their banking ACH process minimum processing amount. The CGDP Portal DPP displays the <u>Defer</u> check box for line items that total less than the current system-default amount of \$20.00 USD. Once the total amount of the <u>Invoiced Amt.</u> or the combination of the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> fields is greater than the system-default allowable amount, the invoice line item amount is no longer eligible for deferment.

In the following example, the <u>Invoiced Amt.</u> is less than the system-default allowable amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

P Number P1_9	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date		Initiate Payment		Defer	Failed	
	9.54	0.00	12/23/2014	-		G			
		🗌 Update All	12/23/2014					Submit	

In the following example, the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> total less than the system-default allowable amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

6	P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Paymen	t Defer	Failed
	P19	0.55	9.54	12/23/2014		G 🔲	
			🗌 Update All	12/23/2014			Submit

In the following example, the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> total more than the system-default allowable amount, which disqualifies the invoice line items for deferral to the subsequent reporting period.

6 P Number	ber Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date		Initiate Payment		Defer	Failed
P1_9		10.09	12/23/2014	10		G		
		🗌 Update A	12/23/2014					Submit

H. <u>Failed</u>: provides a user an informational message when an invoice line item does not successfully process payments to the Manufacturer.

In the following example, the Failed field displays messages such as:

- Authentic. Error (Care account is not set)
- Initiation Failure
- Batch Initiation Failure

6	P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	H Failed
	P18	851.68	0.00	12/22/2014			Initiation Failure
	P18	165.07	0.00	12/22/2014			Batch Initiation Failure
	P14	279.64	0.00	12/22/2014			AUTHENTIC. ERROR (Care account is not set)
	<						>
			Update All	12/22/2014			Submit

I. <u>Update All Payment Dates:</u> allows the user to set a future date for all displayed invoice line items.

**Note**: Selection and update of the calendar date in the <u>Update All Payment Dates</u> field will only affect invoice line items displayed in the active **Payments Initiation region**.

To process *all* distributed invoice line items utilizing the <u>Update All Payment Dates</u> field, a user must select the *Next Page* icon, repeat the <u>Update All Payment Dates</u> action with the selected payment date for the invoice line items displayed on the active **Payments Initiation region** page, and select the *Submit* button.

					Initiate All				
6	P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed		
	P1_4	71.79	0.00	12/22/2014					
			Update -	All 12/22/2014			J Submit		

The <u>Update All Payment Date</u> field also contains a *Calendar* icon to allow a user to update payment dates to a future date. Users can either manually enter the date into the field, in MM/DD/YYYY format, or utilize the *Calendar* icon to populate the updated payment date.

In the following example, the calendar has the date of 12/05/2014 selected.

6	•	1								
	Payment Date									
		12/05	5/2014							
		<	D	ecen	nber 2	2014		>		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30	31					
			Go	) To T	oday	Close	•			

J. <u>Submit button</u>: provides a user one-click functionality to process selected invoice line items for payment.

The **Payments Initiation region** may display 'Please contact TPA' for invoice line items in lieu of the <u>Payment Date</u>, <u>Initiate Payment</u>, <u>Defer</u> and <u>Failed</u> fields. Users are required to contact the TPA Operations staff to request assistance with processing the invoice line items.

Examples of why 'Please contact TPA' may display are:

- Invalid banking information on file for Manufacturer
- Manufacturer is classified in Receivership status
- IRS Levy/Garnishment documentation requests

In the following example, the **Payments Initiation region** displays the message 'Please contact TPA.'

6	P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed	
	P18	851.68	0.00	Pleas	e contact TPA			~
	P1_8	165.07	0.00	Pleas	e contact TPA			
	<						>	1
			Update All	12/22/2014			Submit	

## **Payment Initiation Upload Region**



The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in a later section of this manual to utilize the upload process.

- A. <u>Browse...</u>: allows the user to search file data created to batch payment files for upload to system.
- B. <u>*Upload*</u>: provides a user one-click functionality to upload batched payment file data to the system for processing.

Pending Transaction	ıs 📦		:	
A P Number	<sup>B</sup> Authorization Amt.	<sup>C</sup> Date Submitted	D Payment Date	E Stop Payment
P2	228.54	12/03/2014	12/03/2014	
P9	223.66	12/01/2014	12/21/2014	
P9	2055.70	12/03/2014	12/21/2014	
P8	53.86	12/03/2014	12/30/2014	
				F Stop:

### **Payments Pending Transactions Region**

The **Payments Pending Transactions region** displays information regarding reassigned invoice line items from the **Payments Initiation region** based on payment selection.

This form contains the following six fields used to display invoice line items selected for payment.

- A. <u>P Number</u>: displays the Manufacturer number.
- B. <u>Authorization Amt</u>: displays the amount authorized, including amounts located in the <u>Invoice</u> <u>Amt</u>. and <u>Previous Deferred Amount</u> fields, as payment to the Manufacturer.
- C. <u>Date Submitted</u>: displays the calendar date the invoice line item transferred from the **Payments Initiation region** to the **Payments Pending Transactions region**, in MM/DD/YYYY format.
- D. <u>Payment Date</u>: displays the calendar date that initiates the request for withdrawal of scheduled funds from user's bank account, in MM/DD/YYYY format.

E. <u>Stop Payment</u>: provides a check box available for selection for future dated payments. The Stop Payment check box allows the user to stop payment processing prior to actual payment. The <u>Stop Payment</u> checkbox only displays for pending invoice line item payments that contain a payment date greater than the current calendar date.

In the following example, the highlighted payment is not eligible for stop payment, due to the payment not being a future dated payment.

Pending Transactions	0			
P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P2	228.54	12/03/2014	12/03/2014	
P9	223.66	12/01/2014	12/21/2014	
P9	2055.70	12/03/2014	12/21/2014	
P8	53.86	12/03/2014	12/30/2014	
				Sto

F. <u>Stop Payment(s) button</u>: provides a user with one-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Payments Pending Transactions region** to the **Payments Initiation region**.

In the following example, a future dated payment is marked for stop payment.

Pending Transaction	2			
P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P2	228.54	12/03/2014	12/03/2014	
P9	223.66	12/01/2014	12/21/2014	
P9	2055.70	12/03/2014	12/21/2014	
P8	53.86	12/03/2014	12/30/2014	
				F Stop Paym

## **CGDP Portal DPP Work Instructions - Payments**

#### **Processing Invoice Payments**

Sponsors are required to process invoice line item payments on a quarterly basis within 38 calendar days from receipt of distributed invoices. The CGDP Portal DPP allows the user to process payments for individual invoice line items with a default payment date of the current calendar day.

This work instruction provides direction on the steps needed to process payments for individual invoice line items utilizing the current calendar day as payment initiation date.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA		CENTERS FOR MEDICARE & MEDICARE SERVICES
Covera	ge Gap Discount Pr	ogram
	User Id: Password: Login	

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

PALMETTO GBA, A CELERIAN GTOUT CONTAIN			CENTER FOR MEDICALE	A MEDICALD SUPPRETS	Contact Us   My Profile   Logout   Help
Home			pts Reports		2
Sponsor Porta	d C	overage Ga	p Discoun	t Program	
Parent Org. ID: H0_0 V	Contract Num	ber Reporting Perio	od: Status: ANY	<b>~</b> ()	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.
Parent Org. ID	Contract Number	Reporting Period	Status	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39	201401	Available	0	
H00	H59	201401	Available	0	
H00	H52	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	Incomplete - One or more items have not been paid
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H00	S07	201401	Pending	0	successiony
H00	S5_9	201401	Pending	0	
LO 0	\$5.9	201401	Failed	0	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button for the reporting period and select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

PALMETTO GBA, A CELERIAN STOUT CONTAIN					Contact Us   My Profile   Logout   Help
Home	Payments C	completed Recei	pts Reports	5	<u>a</u>
Sponsor Po	rtal C	overage Ga	p Discount	Program	
Parent Org. ID	: Contract Num	ber Reporting Peri 2014 01 V	od: Status: ANY V		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.
Parent Org.	D Contract Number	Reporting Period	Status	Select	For payment functions, start by selecting a line item from the list to the left of this message.
H0_	_0 H39	201401	Available	$\odot$	
TTO					
H0_	_0 H59	201401	Available	0	
H0_ H0_	_0 H59 _0 H52	201401 201401	Available Available	0	
H0_ H0_ H0_	_0 H59 _0 H52 _0 H50	201401 201401 201401	Available Available Available	0 0	Available - Invoice is ready for payment initiations
H0_ H0_ H0_ H0_	_0 H5_9 -0 H5_2 _0 H5_0 -0 H7_9	201401 201401 201401 201401	Available Available Available Available	00000	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful
H0_ H0_ H0_ H0_	_0 H5_9 _0 H5_2 _0 H5_0 _0 H7_9 _0 H7_1	201401 201401 201401 201401 201401 201401	Available Available Available Available Available		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt
H0_ H0_ H0_ H0_ H0_	_0 H5_9 _0 H5_2 _0 H5_0 _0 H7_9 _0 H7_1 _0 H7_6	201401 201401 201401 201401 201401 201401 201401	Available Available Available Available Available Pending		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 Pendime - All line items have been initiated
H0_ H0_ H0_ H0_ H0_ H0_ H0_	_0         H5_9           _0         H5_2           _0         H5_0           _0         H7_9           _0         H7_1           _0         H7_6           _0         H8_3	201401 201401 201401 201401 201401 201401 201401	Available Available Available Available Available Pending Available		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully
H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_	_0         H5_9           _0         H5_2           _0         H5_0           _0         H7_9           _0         H7_1           _0         H7_8,3           _0         H8_3           _0         H9_7	201401 201401 201401 201401 201401 201401 201401 201401	Available Available Available Available Pending Available Available		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successful Successful - All line items have been paid
H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_	_0         H5_9           _0         H5_2           _0         H5_0           _0         H7_9           _0         H7_1           _0         H7_3           _0         H8_3           _0         H9_7           _0         S0_7	201401 201401 201401 201401 201401 201401 201401 201401 201401	Available Available Available Available Pending Available Available Pending		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful - All line items have been paid successfully
H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_ H0_	_0         H5_9           _0         H5_2           _0         H5_0           _0         H7_9           _0         H7_1           _0         H7_6           _0         H8_0           _0         H8_0           _0         H8_0           _0         H9_7           _0         S0_7           _0         S5_9	201401 201401 201401 201401 201401 201401 201401 201401 201401 201401	Available Available Available Available Pending Available Available Pending Pending		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful - All line items have been paid successfully

#### 4) On the **Payments** tab, review the **Payment Information region** for pending items.

Nox 510,7 102 %	¢.				CONTRACTOR MEDICINE & MERICIPE	NOT NOT				
Hom	ne Pay	ments	Completed	Receipts	Reports				2	
Sponso	r Portal	C	GDP Pa	yments	Invoiced Report	rting Perio	d: 201401	P	ayments due 6/8/2014	ation
1		racia o	ng. 10. 1100	connact ronnoct.	11020			<b>)</b>	Total Impoint	1164.56
					Initiate	All			Total Failed	0.00
	Invoiced	Previous			Initiate				Total Deferred	0.00
Number	Amt.	Deferred	Payment / F	ailed Date	Payment	Defer	Failed		Total Pending	0.00
		Amount							Total Successful	0.00
10	101.12	0.00	12/30/2014						Total Available	1164.56
16	1063.44	0.00	12/30/2014	0						
		Update /	All 12/30/2014				Submit		yment Initiation Uplo	ad
Pending Tr	ansactions	0						_	E	Browse
Number	A	uthorization A	amt. Date Sul	bmitted Pay	ment Date	Stop Pa	yment	10		

In the following example, the <u>Total Pending</u> field contains no pending items.

5) Review the **Payments Initiation region** for available invoice line items.

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

Hom	ne Payr	ments	Completed	Receipts	Reports			<u>i</u>	
Sponso P Numi	r Portal	C Parent (	GDP Pay	ments	Invoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014 Payment Inform	ation
					Initiate	A 11		Total Invoiced	1164.56
P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Fail	led Date	Initiate Payment	Defer	Failed	Total Pailed Total Deferred Total Pending	0.00
P1_0	101.12	0.00	12/30/2014	-		03		Total Available	1164.56
P16	1063.44	0.00	12/30/2014						
		Update .	All 12/30/2014	-			Salar		
Pending Tr	ansactions	0						Payment Initiation Uplo	ad Browse
(n 1/ 1	Au	thorization /	Amt. Date Subn	nitted Pay	ment Date	Stop Pa	yment		

6) To select an individual invoice line item for payment processing, populate a check mark in the <u>Initiate Payment</u> check box.

In the following example, the populated <u>Initiate Payment</u> check box corresponds to the invoice line item of \$101.12.

	<b>A</b> -			(	CMS	Diet N	
Hon	ne Pay	ments	Completed	Receipts	Reports		
Sponso	r Portal	C	GDP Pa	vments	Invoiced Repor	rting Perio	d: 201401
P Num	ber: ANY 🗸	Parent C	Drg. ID: H0_0	Contract Number	: H3_9 🗸	-	0
P Num	ber: ANY 🗸	Parent C	Drg. ID: H0_0	Contract Number	: [H39 ∨]	A11	0
P Numi	Invoiced Amt.	Parent O Previous Deferred Amount	Drg. ID: H00 Payment/ F:	Contract Number	☐ Initiate A Initiate Payment	All Defer	Failed
P Number P1_0	Invoiced Amt. 101.12	Parent O Previous Deferred Amount 0.00	Drg. ID: H00 Payment/ F: 12/30/2014	Contract Number	H3_9 ✓ Initiate A Initiate Payment	All Defer	<b>F</b> ailed
P Number P1_0 P1_6	ber: ANY ✓ Invoiced Amt. 101.12 1063.44	Parent O Previous Deferred Amount 0.00 0.00	Payment/ F: 12/30/2014 12/30/2014	Contract Number	Initiate A	All Defer	Failed

7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

8) Once the invoice line item processes, review the **Payments Pending Transactions region** for pending invoice line item payments.

In the following example, the invoice line item amount of \$101.12 displays in the **Payments Pending Transactions region**.

	GBA.				CMS			Contact Us   My Profile	Logout Help
н	lome Par	ments	Completed	Receipts	Reports			÷.	
Spons P Nu	sor Portal	CO Parent O	GDP Pa	yments Contract Num	ber: H3_9 V	ting Period	1: 201401	Payments due 6/8/2014 Payment Infon Total Junited	mation 1164 56
					Initiate /	A11		Total Invoiced	0.00
	Transford	Previous			Telelate			Total Deferred	0.00
P Numbe	T Amt.	Deferred	Payment / Fa	iled Date	Payment	Defer	Failed	Total Pending	101.12
		Amount						Total Successful	0.00
P16	1063.44	0.00	12/30/2014					Total Available	1063.44
		🗌 Update /	All 12/30/2014				Submit		
Pending 7	Transactions	$\mathbf{O}$						Payment Initiation Upl	load
P Number	r A	thorization A	mt. Date Subr	nitted I	Payment Date	Stop Pay	ment		Browse
P1_0	10	1.12	12/30/2014	4 1	12/30/2014				
							Stop Payment		

9) The **Payments Information region** updates the <u>Total Pending field</u> with the amounts listed in the **Payments Pending Transactions region**.

In the following example, the <u>Total Pending</u> field displays the amount of \$101.12.

	A.		(	CMS	5		Contact Us   My Profile	Logout   Help
Hom	ne Payments	Completed	Receipts	Reports			ä.	
Sponsor P Numb	r Portal	CGDP Pa	yments Contract Number	Invoiced Report	rting Period	1: 201401	Payments due 6/8/2014 Payment Inform	ation
				Teitian	A 11	-	Total Invoiced	1164.56
	D				<b>MII</b>		Total Failed	0.00
Number	Invoiced Previ	ous	1.1.0.	Initiate	Defer	Failed	Total Deferred	0.00
Number	Amt. Amo	red Payment / F:	ailed Date	Payment	Deter	raneu	Total Pending	101.12
			_				Total Successful	0.00
6	1063.44 0.00	12/30/2014					Total Available	1063.44
	U	pdate All 12/30/2014				Submit		
ending Tra	ansactions 🕥						Payment Initiation Uplo	ad
Number	Authoriza	ion Amt. Date Sub	mitted Pay	ment Date	Stop Pay	ment	B	rowse
1_0	101.12	12/30/201	4 12/2	90/2014				
						Stop Payment(		
10) For final verification of the processed invoice line item, select the <u>P Number</u> from the drop down list in the **Payments Filter region** and enter in the specific P Number.

In the following example, P1\_\_0 populates the <u>P Number</u> field drop down list and displays no invoice line item data in the **Payments Initiation region**.

<b>' Number</b> 10	Authorization Amt. 101.12	Date Submitted 12/30/2014	<b>Payment Date</b> 12/30/2014	Stop Payment	Payment	t Initiation Uplo	ad
ending Transa	ctions 🕥				Tota	l Available	1063.44
					Total	Successful	0.00
	Update All	12/30/2014		Submit	Tot	al Pending	101.12
o data					Tota	al Deferred	0.00
1.				e All	T	otal Failed	0.00
					Tota	al Invoiced	1164.56
P Number:	P10∨ Parent Org. II	D: H0_0 Contract N	Number: H3_9 🗸	0		Payment Inform	ation
Sponsor P	ortal CGI	<b>)P Paymer</b>	Its Invoiced Rep	orting Period: 201401	Payment	ts due 6/8/2014	
Tionic	- aymento						
Home	Payments Com	inleted Receip	ts Reports				
METTO GBA,				a 5190103	<u>Contact</u>	<u>Us</u>   <u>My Profile</u>	Logout   <u>Help</u>

You have now completed payment of an individual invoice line item.

### **Processing Future Dated Invoice Payments**

The CGDP Portal DPP allows the user to select payment dates for invoice line items that differ from the default payment date of the current calendar day.

This work instruction provides direction on the steps needed to process individual invoice line items for future calendar day payment processing.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA: A CELETIAN GROUP CONTAIN	CENTILS FOR ANELCARE & MEDICARE STRATES
Covera	ge Gap Discount Program
	User Id: Password: Login

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

					Contact Us   My Profile   Logout   Help
Home			ipts Reports		2
Sponsor Porta	d C	overage Ga	p Discoun	t Program	
Parent Org. ID: H0_0 V	Contract Num	ber Reporting Peri 2014 01 V	od: Status: ANY	⊻ 0	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.
Parent Org. ID	Contract Number	Reporting Period	Status	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39	201401	Available	0	-
H00	H59	201401	Available	0	
H00	H52	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	payment attempt
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H00	S07	201401	Pending	0	successfully
	05 0	201401	Pending	0	
H00	85_9	201401		$\cup$	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

PALMETTO GBA.					Contact Us   My Profile   Logout   Help
Home	Payments C	completed Receip	ots Report	s	<b>a</b>
Sponsor Port	al Contract Num	overage Ga	p Discount	t Program	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.
Parent Org. ID	Contract Number	Reporting Period	Status	Select	For payment functions, start by selecting a line item from the list to the left of this message.
H0_0	H3_9	201401	Available		
H0_0	H5 2	201401	Available	0	
H0_0	H5_0	201401	Available	0	Available Invoice is ready for narment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	payment attempt
H00	H76	201401	Pending	0	Incomplete - One or more items have not been paid
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H00	S07	201401	Pending	0	successfully
		201401	Donding	0	
H00	S59	201401	rending	$\bigcirc$	

4) On the **Payments** tab, review the **Payments Initiation region** for available invoice line items.

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

Hor	e Pa	ments	Completed	Receipts	Reports			£	6038200   L008
Sponso P Numi	r Portal	C Parent C	GDP Pa	yments Contract Number	Invoiced Repor	ting Perio	4: 201401	Payments due 6/8/2014 Payment Inform	ation
					Initiate	All		Total Invoiced	1164.56
P Number	Invoiced Amt.	Previous Deferred Amount	Payment / F:	ailed Date	Initiate Payment	Defer	Failed	Total Deferred Total Pending	0.00
P1 0	101.12	0.00	12/30/2014					Total Successful	0.00
P16	1063.44	0.00	12/30/2014					Total Available	1104.30
		Update .	All 12/30/2014				Sale		
Pending Tr P Number	ansactions A	() uthorization /	Amt. Date Sub	omitted Pay	ment Date	Stop Pa	yment	Payment Initiation Uplo	ad Browse
Co. data							-		

5) To update an invoice line item payment date, select the *Calendar* icon located to the right of the <u>Payment Date</u> field for the specific invoice line item.

In the following example, the date selected on the calendar is 12/31/2014 for the invoice line item of \$101.12.

Sponso	r Portal	CG	CGDP Payments Invoiced Reporting Period: 201401										
P Numb	ber: ANY 🗸	Parent Org	Parent Org. ID: H0_0 Contract Number: H3_9 V									0	
										□ Initiate /	A11		
P Number	Invoiced Amt.	Previous Deferred Amount	Pay	Payment/ Failed Date						Initiate Payment	Defer	Failed	
P10	101.12	0.00	12/3	1/2014	4								
P16	1063.44	0.00	<	[	)ecer	nber :	2014						
		Update All	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Curbonit	
				1	2	3	4	5	6			Subuni	
			7	8	9	10	11	12	13				
			14	15	16	17	18	19	20				
			21	22	23	24	25	26	27				
			28	29	30	31							
				Go	o To T	oday	Clos	e					

To select the future dated individual invoice line item for payment processing, populate a check mark in the <u>Initiate Payment</u> check box.

In the following example, the populated <u>Initiate Payment</u> check box corresponds to the invoice line item of \$101.12.

	5			(	CMS			Contact Us   My Profile	Logout   Help
Hom	e Pay	ments	Completed	Receipts	Reports			<u> </u>	
Sponso P Numb	r Portal	C Parent C	GDP Pa	yments Contract Number	Invoiced Repor	ting Period	1: 201401	Payments due 6/8/2014 Payment Inform	ation
					Teitiste /	11		Total Invoiced	1164.56
		Development				***		Total Failed	0.00
P Number	Invoiced	Deferred		2.1.0.	Initiate	Defer	Failed	Total Deferred	0.00
	Amt.	Amount	Payment / F:	iiled Date	Payment	Detter	1 2010	Total Pending	0.00
	101.10	0.00	La punctu	and a				Total Successful	0.00
1_0	101.12	0.00	12/31/2014		⊻			Total Available	1164.56
P16	1063.44	0.00	12/30/2014	•					
		Update /	All 12/30/2014				Submit	Payment Initiation Uple	ad
Pending Tr	ansactions	0						_	Browse
P Number No data	A	athorization /	Amt. Date Sub	mitted Pay	ment Date	Stop Pay	ment		
							-		

6) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

7) Once the future dated invoice line item processes, the **Payments Pending Transactions region** will update with the newly added pending invoice payment.

In the following example, the invoice line item amount of \$101.12 displays in the **Payments Pending Transactions region**.

	<b>A</b>				(CMS			Contact Us   My Profile	Logout   Help
Home	Payme	ents C	Completed	Receipts	Reports			÷	
Sponsor P Numb	r Portal	CC Parent O	GDP Pa	yment Contract Nut	S Invoiced Report	rting Perio	d: 201401	Payments due 6/8/2014	ation
							<u> </u>	Total Invoiced	1164.56
					Initiate	All		Total Failed	0.00
	Invoiced	Previous			Initiate			Total Deferred	0.00
P Number	Amt.	Deferred	Payment/Fa	iled Date	Payment	Defer	Failed	Total Pending	101.12
		Amount						Total Successful	0.00
16	1063.44	0.00	12/30/2014					Total Available	1063.44
		Update A	12/30/2014	0			Submit		
ending Tra	insactions	0						Payment Initiation Uplo	ad
Number	Auth	orization Ar	nt. Date Sub	mitted	Payment Date	Stop Pay	ment	E	Browse
1_0	101	12	12/30/201	4	12/31/2014				

**Note:** The **Payments Pending Transaction** of \$101.12 also displays a check box in the <u>Stop</u> <u>Payment</u> field. Instructions for processing stop payments discussed in separate instruction.

8) The **Payment Information region** also updates the <u>Total Pending</u> field with the amounts listed in the **Payments Pending Transactions region**.

In the following example, the <u>Total Pending</u> field displays the total amount of \$101.12.

METTO GB	A.,				(CMS			Contact Us   My Profile	Logout   Help
Home	Payme	nts Co	mpleted	Receipts	Reports			±	
Sponso	r Portal	CC	GDP Pa	yment	S Invoiced Repo	ting Perio	d: 201401	Payments due 6/8/2014	
P Numl	ber: ANY 💙	Parent Or	g. ID: H0_0	Contract Nur	nber: [H39 🗸		0	Payment Inform	ation
					Initiate	A11		Total Invoiced	1164.56
		Previous			C. ALLANCE			Total Failed	0.00
Number	Invoiced	Deferred	Payment / Fa	ailed Date	Initiate	Defer	Failed	Total Deterred	0.00
	Amt.	Amount			Payment			Total Pending	101.12
16	1063.44	0.00	12/30/2014	0				Total Available	1063.44
		Update Al	12/30/2014	0			Submit		
ending Tra	ansactions	0						Payment Initiation Unlo	ad
Number	Aut	horization An	it. Date Subi	mitted	Payment Date	Stop Pag	ment	1	Browse Upk
10	101.	12	12/30/201	4	12/31/2014				
							Stop Payment()	8	

You have now completed payment of a future dated invoice line item.

#### **Processing Deferred Invoices**

Sponsors may use the deferred invoice line item process to defer payment of an invoice line item to a subsequent reporting period if their banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

The design of the CGDP Portal DPP displays the <u>Defer</u> check box for the following situations:

- A) Invoice line item amount totals less than system-default allowable amount
- B) Invoice line item amount and previous deferred amounts total less that the system-default allowable amount

The <u>Defer</u> check box appears in the **Payments Initiation region** when line items total less than the current system-default amount of \$20.00 USD.

Invoice line items will no longer be available for deferment if the total of the individual invoice line item, the combination of invoice line item and previous deferred invoice line items total greater than the system-default allowable amount, or the invoice line item remains unprocessed for payment for 16 reporting periods.

This work instruction provides direction on processing invoice line item deferment.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBAT	CENTES FOR MEDICALE & MEDICALE STRACES
Covera	ge Gap Discount Program
	User Id: Password: Login

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

					Contact Us   My Profile   Logout   Help
Home			ipts Reports		2
Sponsor Porta	d C	overage Ga	p Discoun	t Program	
Parent Org. ID: H0_0 V	Contract Num	ber Reporting Peri 2014 01 V	od: Status: ANY	⊻ 0	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.
Parent Org. ID	Contract Number	Reporting Period	Status	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39	201401	Available	0	-
H00	H59	201401	Available	0	
H00	H52	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	payment attempt
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H00	S07	201401	Pending	0	successfully
	05 0	201401	Pending	0	
H00	85_9	201401		$\cup$	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

PALMETTO GBA, A CELERIAN GTOUT CONTAIN			CENTRADICAL		Contact Us   My Profile   Logout   Help
Home	Payments C	completed Receip	ts Repor	ts	<u>ڪ</u>
L					
Sponsor Por	tal Contract Num	overage Gaj	p Discoun	t Program	
	ANY V	2014 01 V	ANY	<b>∽ ()</b>	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.
Parent Org. II	<u>Contract Number</u>	Reporting Period	Status	Select	For payment functions, start by selecting a line item from the list to the left of this message.
H0	) H3_9	201401	Available	$\odot$	
H0	) H59	201401	Available	0	
H0(	) H5_2	201401	Available	0	
H0(	) H5_0	201401	Available	0	Available - Invoice is ready for payment initiations
H0(	) H7_9	201401	Available	0	Failed - One or more items has an unsuccessful
H0(	) H71	201401	Available	0	payment attempt
H0(	) H76	201401	Pending	0	Pending - All line items have been initiated
H0(	) H8_3	201401	Available	0	successfully
H00	) H9_7	201401	Available	0	Successful - All line items have been paid
H00	) S07	201401	Pending	0	successfully
H00	) \$5_9	201401	Pending	0	
H00	) <u>\$5_8</u>	201401	Failed	0	

#### 4) On the **Payments** tab, review the **Payment Information region** for deferred items.

METTO GB	•				CMS			Contact Us   My Profile   Logost   Heli
Home	Paym	ents C	Completed	Receipts	Reports			×.
Sponso	r Portal	C	GDP Pa	yments	Invoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014
P Numb	er: ANY 💙	Parent O	rg. ID: H00	Contract Number	ar: H3_9 🗸		0	Payment Information
						A11		J Total Invoiced 177.53 Total Failed 0.00
a service s	Invoiced	Previous	01 181	2291832	Initiate	0.000	926975	Total Deferred 0.00
P Number	Amt.	Deferred	Payment / H	failed Date	Payment	Defer	Failed	Total Pending 0.00
		Annount		_				Total Successful 0.00
P1_9	9.54	0.00	12/30/2014	=		0		Total Available 177.53
P18	10.74	0.00	12/30/2014					
P18	156.70	0.00	12(30/2014	1.0		11		
P1_7	0.55	0.00	12/30/2014	1				Payment Initiation Upload
1		Update A	12/30/2014	1			605755D	Browse
Pending Tr	ansactions	•	harrison					
P Number	Au	thorization A	mt. Date Su	bmitted Pa	ayment Date	Stop Pa	yment	]

In the following example, the <u>Total Deferred</u> field contains no deferred items.

5) Review the invoice line items in the **Payments Initiation region** and locate an invoice line item with an active <u>Defer</u> check box.

In the following example, the invoice line items for 9.54 and 0.55 contain an active <u>Defer</u> check box.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P19	9.54	0.00	12/30/2014			
P18	10.74	0.00	12/30/2014			
P18	156.70	0.00	12/30/2014			
<b>P1</b> 7	0.55	0.00	12/30/2014			
		Update A	12/30/2014			Submit

Note: The design of the CGDP Portal DPP displays the <u>Defer</u> check box for the following situations:

- Invoice line item amounts located in the <u>Invoiced Amt.</u> field total less than systemdefault allowable amount.
- Invoice line item amounts located in both the <u>Invoiced Amt.</u> and the <u>Previous Deferred</u> <u>Amount</u> fields total less that the system-default allowable amount.

6) Populate the <u>Defer</u> check box with a check mark to select the invoice line item requiring deferral to the subsequent reporting period.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	•	Initiate Payment	Defer	Failed
P1_9	9.54	0.00	12/30/2014				
P18	10.74	0.00	12/30/2014	0			
P18	156.70	0.00	12/30/2014				
P17	0.55	0.00	12/30/2014	8		<ul><li>✓</li></ul>	
		🗌 Update Al	1 12/30/2014				Submit

In the following example, the invoice line items for \$9.54 and \$0.55 now contain check marks in the <u>Defer</u> check box.

**Note:** Selecting <u>Defer</u> is applicable only if the Sponsor's bank ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

- 7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to defer the invoice line item to the subsequent reporting period.
- 8) The following message will appear after the *Submit* button is selected:

Message fro	om webpage
?	Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.
	OK Cancel

**Note:** Selecting the *OK* button to defer the invoice line item to the subsequent period creates an un-reversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

- 9) Select *OK* to defer the selected invoice line item.
- 10) Once the defer process is complete, review the **Payment Information region** <u>Total Deferred</u> field for updated amounts.

In the following example, the <u>Total Deferred</u> field contains deferred items totaling \$10.09.

	Ċ-				CMS			Contact Us   My Profile   Logout   Help
Hom	ie Paj	rments	Completed	Receipts	Reports			<b>a</b>
Sponso P Numb	r Portal	Parent O	GDP Pa	yments Contract Number	Invoiced Report	ing Period	201401	Payments due 6/8/2014 Payment Information
1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -						A11		Total Invoiced 177.53
P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Fa	illed Date	Initiate Payment	Defer	Failed	Total Deferred 10.09 Total Pending 0.00 Total Second 0.00
P18	10.74	0.00	12/30/2014					Total Available 167.44
P1\$	156.70	0.00	12/30/2014	1.0		10		C
Pending Tr P Number	ansactions A	Update A	All 12/30/2014	mitted P	ayment Date	Stop Pa	(em	Payment Initiation Upload     Browse
No data	~	and kandle a	init. Date 300	inited 1	ay ment prace	Stop 14	(Sup types	

11) To verify the deferred invoice line items, select the **Completed Payments** tab and review the data listed in the **Completed Payments Transactions region**.

In the following example, the listed invoice line items of \$9.54 and \$0.55 display as Deferred in the Payment Date field.

METTO GBA,			CENTRES FOR ANTICICATE & MEDICATE SEPARES		Contact Us   My Profile   L	ogout   <u>Help</u>
Home	Payments	Completed Receipts	Reports		2	
Sponsor Pe	H0 0 Contract: H3	CGDP Comple	ted Payments	Invoiced Rep	orting Period: 201401	ian
Sponsor Period Parent Org. ID:	H00 Contract: H3	CGDP Comple	ted Payments	Invoiced Rep	orting Period: 201401 Payment Informat Total Invoiced	tion 0.00
Sponsor Pe Parent Org. ID:	H0_0 Contract: H3	CGDP Comple	ted Payments	Invoiced Rep	orting Period: 201401 Payment Informat Total Invoiced Total Pending	tion 0.00 0.00
Sponsor P Parent Org. ID: Number	H0_0 Contract: H3	CGDP Comple <u>3_9 V P number: ANY V</u> Payment Date	ted Payments	Invoiced Rep	orting Period: 201401           Payment Informat           Total Invoiced           Total Pending           Total Deferred	tion 0.00 0.00 10.09
Sponsor P Parent Org. ID: Number 21109	H00 Contract: H3 Invoiced Amt. 9.54	CGDP Comple 3_9 V P number: ANY V Payment Date Deferred	EFTID CG14011109H9847	Invoiced Rep	orting Period: 201401 Payment Informat Total Invoiced Total Dending Total Deferred Total Failed	tion 0.00 0.00 10.09 0.00
Sponsor Po Parent Org. ID: P Number P1109 P1367	Image: Second state         Image: Second state	CGDP Comple 3_9 V P number: ANY V Payment Date Deferred Deferred	<b>EFTID</b> CG14011109H9847 CG14011367H9847	Invoiced Rep	orting Period: 201401           Payment Informat           Total Invoiced           Total Pending           Total Deferred           Total Pailed           Total Successful	tion 0.00 0.00 10.09 0.00 0.00

You have now completed processing a deferred invoice line item.

## **Initiate All Payment Processing Functionality**

Sponsors are able to utilize the Initiate All functionality to process payment initiation for multiple invoice line items loaded to the CGDP Portal DPP. The Initiate All function provides the capability to select all invoice line items located in the active **Payments Initiation region** to initiate payment processing on the current date. The Initiate All function also allows for updating payment initiation processing dates to a future date for any available invoice line items displayed in the active **Payments Initiation region**. The functionality also allows the de-selection of specific invoice line items from the payment initiation process such as deferrable invoice line items.

This work instruction provides direction on utilizing the <u>Initiate All</u> functionality and the available features that are included for processing payment initiation.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA. A CELETIAN GROUP CONTAIN		CENTER FOR MEDICARE & MEDICARE SERVICES
Covera	ge Gap Discount P	rogram
	User Id: Password: Login	

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

					Contact Us   My Profile   Logout   Help
Home			ipts Reports		2
Sponsor Porta	d C	overage Ga	p Discoun	t Program	
Parent Org. ID: H0_0 V	Contract Num	ber Reporting Peri 2014 01 V	od: Status: ANY	⊻ 0	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.
Parent Org. ID	Contract Number	Reporting Period	Status	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39	201401	Available	0	-
H00	H59	201401	Available	0	
H00	H52	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	payment attempt
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H00	S07	201401	Pending	0	successfully
	05 0	201401	Pending	0	
H00	85_9	201401		$\cup$	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

ALMETTO GBA,					Contact Us   My Profile   Logout   Help
Home F	Payments Con	npleted Recei	pts Reports	s	<u>e</u>
L					
Sponsor Porta	l Co	verage Ga	p Discount	t Program	
Parent Org. ID:	Contract Number	r Reporting Peri 2014 01 V	od: Status: ANY N		Welcome to Coverage Gap Discount Portal where yo can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
					The second functions and her established the item
Parent Org. ID	Contract Number R	Reporting Period	Status	Select	from the list to the left of this message.
Parent Org. ID H00	Contract Number R H3_9	201401	<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.
Parent Org. ID H00 H00	Contract Number R H39 H59	201401 201401	<u>Status</u> Available Available	Select	from the list to the left of this message.
Parent Org. ID H00 H00 H00	Contract Number         R           H39         H59           H52         H52	201401 201401 201401 201401	Status Available Available Available	Select	for payment functions, start by selecting a line item from the list to the left of this message.
Parent Org. ID H00 H00 H00 H00	Contract Number         R           H3_9         H5_9           H5_2         H5_2           H5_0         H5_0	201401 201401 201401 201401 201401	Status Available Available Available Available	<u>Select</u>	Available - Invoice is ready for payment initiations
Parent Org. ID H00 H00 H00 H00 H00	Contract Number         R           H39         H59           H52         H50           H79         H79	201401 201401 201401 201401 201401 201401	Status Available Available Available Available Available	<u>Select</u>	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful
Parent Org. ID H00 H00 H00 H00 H00 H00	Contract Number R H3_9 H5_9 H5_2 H5_0 H7_9 H7_1	201401 201401 201401 201401 201401 201401 201401	Status Available Available Available Available Available Available	Select	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt
Parent Org. ID H00 H00 H00 H00 H00 H00 H00	Contract Number R H3_9 H5_2 H5_2 H5_0 H7_9 H7_1 H7_6	201401 201401 201401 201401 201401 201401 201401 201401	Status Available Available Available Available Available Pending		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated
Parent Org. ID H00 H00 H00 H00 H00 H00 H00 H00	Contract Number R H3_9 H5_9 H5_0 H5_0 H7_9 H7_1 H7_6 H8_3	201401 201401 201401 201401 201401 201401 201401 201401 201401	Status Available Available Available Available Available Pending Available	Select	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully
Parent Org. ID H00 H00 H00 H00 H00 H00 H00 H00	Contract Number R H3_9 H5_9 H5_2 H5_0 H7_9 H7_1 H7_6 H8_3 H9_7	Separating Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status Available Available Available Available Available Pending Available Available	Select	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful - All line items have been paid
Parent Org. ID H00 H00 H00 H00 H00 H00 H00 H00 H00 H00	Contract Number R H3_9 H5_9 H5_2 H5_0 H7_9 H7_1 H7_6 H8_3 H9_7 S0_7	Separating Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status Available Available Available Available Available Pending Available Available Pending		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successful y Successful All line items have been paid successful y
Parent Org. ID H00 H00 H00 H00 H00 H00 H00 H00 H00 H00	Contract Number R H3_9 H5_2 H5_2 H5_0 H7_9 H7_1 H7_6 H8_3 H9_7 S0_7 S5_9	Seporting Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status Available Available Available Available Available Pending Available Pending Pending Pending		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful + All line items have been paid successful + All line items have been paid

4) On the **Payments** tab, review the **Payment Information region** to view the balances displayed.

In the following example, the <u>Total Failed</u>, <u>Total Deferred</u>, <u>Total Pending</u>, and <u>Total Successful</u> fields contain zero amounts listed.

	5 <b>A</b> .			(	CMS	5		Contact Us   My Profile	Logout   Help
Ho	me Pay	ments	Completed	Receipts	Reports			<u>i</u>	
Sponso	or Portal	C	GDP Pay	yments	Invoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014	
Pivun	ider. Anti	Farent	Ag. ID. HOLLO	contract rounder	• • • •		0	Total Invoiced	1451.20
					Initiate .	All		Total Failed	0.00
	Invoiced	Previous			Initiate			Total Deferred	0.00
P Number	Amt.	Amount	Payment / Fai	iled Date	Payment	Defer	Failed	Total Pending	0.00
		Anoun		-				Total Successful	0.00
P10	1.12	0.00	12/30/2014	0				Total Available	1451.20
P16	1063.44	0.00	12/30/2014	0					
P1_5	322.93	0.00	12/30/2014	0					
P16	63.71	0.00	12/30/2014						
Pending T	ransactions	Update .	All 12/30/2014				Submit	Payment Initiation Uploa Be	id owse
P Number No data	A	athorization A	Amt. Date Sube	nitted Pay	ment Date	Stop Pa	yment		

5) Review the invoice line items in the **Payments Initiation region** and locate the <u>Initiate All</u> check box.

In the following example, the **Payments Initiation region** and the <u>Initiate All</u> check box display.

Hom	ne Pa	yments	Completed Receipts	Reports			8	
Sponso P Numi	r Portal	C Parent O	GDP Payments	Invoiced Repo er: [H3_9 V]	rting Perio	d: 201401	Payments due 6/8/2014	tion
		, 				•	Total Invoiced	1451.20
	Invoiced	Previous			Total Failed	0.00		
P Number	Amt.	Deferred Amount	Payment / Failed Date	Payment	Defer	Failed	Total Pending	0.00
P10	1.12	0.00	12/30/2014				Total Available	1451.20
P16	1063.44	0.00	12/30/2014					
P1_5	322.93	0.00	12/30/2014					
P16	63.71	0.00	12/30/2014					
		Update J	12/30/2014			Submit	Payment Initiation Uplo: B	nowse
Pending Tr	ansactions	0						

6) Populate the <u>Initiate All</u> check box with a check mark to select all invoice line items displayed on the active page. Once the <u>Initiate All</u> check box is populated, the system displays an informational message.

In the following example, the populated <u>Initiate All</u> check box and an informational message display.

	A			•	CMS			<u>c</u>	ontact Us   My Profile   I	ogout   Help				
Hom	e Pay	ments	Completed	Receipts	Reports				£					
Sponso	r Portal	C	GDP Pa	ayments	Invoiced Repor	ting Period	: 201401	Р	ayments due 6/8/2014					
P Num	xer: ANY 🗸	Parent Or	rg. ID: H0_0	Contract Numb	er: [H39 🗸		0	חר	Payment Informa	tion				
						_		71	Total Invoiced	1451.20				
					Initiate.	All		- H	Total Failed	0.00				
	Invoiced	Invoiced Previous	Invoiced	d Previous	d Previous	ed Previous	Barrant	Failed Date	Initiate				Total Deferred	0.00
P Number	Amt.	Amount	rayment/	railed Date	Payment	Defer	Failed	11	Total Pending	0.00				
			Message from	webpage	-		<b></b>	11.	Total Successful	0.00				
P10	1.12	0.00						ТU	Total Available	1451.20				
P16	1063.44	0.00	🗛 Ye	u are going to initate	payments for ALL the o	ontracts that an	e shown	1.7						
P15	322.93	0.00	1 🕑 g	this page.	at Daymont Dates March									
P16	63.71	0.00		rtain payments.	iet Payment Dates if you	want to postp	one	1 C						
		Update All	· ·	data is not refreshed a	it the end of the process	s click on Paym	ents tab.	_ <u>P</u>	yment Initiation Uploa Bro	d owse Uplo				
Pending Tr	ansactions	0				ок	Cancel							
P Number	A	thorization A		-				٦ ٦						
No data														
							Stop Payment(:							

In the following example, the <u>Initiate All</u> informational message displays with the OK button highlighted.



7) Select the *OK* button to accept the informational message.

The **Payments Initiation region** displays the <u>Initiate Payment</u> field check box with a check mark populated for all invoice line items available on the active page.

METTO GB	м.,			(	CMS	5		Contact Us   My Profile	Logout   Help
Home	Paym	ents Co	ompleted	Receipts	Reports			÷	
Sponso	r Portal	C	GDP Pa	yments	Invoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014	
P Numb	xer: ANY 🗸	Parent O	rg. ID: H00	Contract Number	r: H3_9 🗸		0	Payment Informa	ation
							-	Total Invoiced	1451.20
		p in			instate.	ALII		Total Failed	0.00
Number	Invoiced	Previous	Burnett	J. J. Dette	Initiate	Defer	Failed	Total Deferred	0.00
umoer	Amt.	Amount	Fayment/Fa	med Date	Payment	Deler	2 4000	Total Pending	0.00
0 10		0.00	12/20/2014					Total Successful	0.00
P1_0	1.12	0.00	12/30/2014	-		-		Total Available	1451.20
P16	1063.44	0.00	12/30/2014	-	2				
P15	322.93	0.00	12/30/2014		2				
P16	63.71	0.00	12/30/2014		1				
		Update A	II 12/30/2014				Submit	Payment Initiation Uploa	owse
Pending Tra	ansactions	0							
P Number	A	athorization A	mt. Date Sub	mitted Pa	yment Date	Stop Pa	yment		
No data									
								J	
							Stop Payment(s		

In the following example, the <u>Initiate Payment</u> field displays populated check marks for all invoice line items.

Note: The <u>Initiate All</u> check mark selects only those invoice line items that appear on the active **Payments Initiation region** page. The population of the <u>Initiate All</u> check mark does NOT select all invoice line items for the reporting period. In order to utilize the Initiate All functionality for all invoice line items, select each page in the **Payments Initiation region**, and complete the steps introduced in this work instruction, if applicable, prior to moving to the next page in the region. If any of the steps included in this instruction are incomplete prior to moving to the next page, all data entered on the current page will be lost.

8) The selection of the <u>Initiate All</u> check box provides the ability to select all displayed invoice line items for payment processing with the payment initiation date set as the current date. If it is determined that all invoice line items displayed should process for payment on the current date, select the *Submit* button to initiate the payment process.

If it is determined that invoice line items cannot be processed in the current reporting period or for the current date, the Initiate All functionality provides the ability to defer individual invoice line items to remove them from the payment processing functionality. It also provides the ability to update the payment initiation date to a future calendar date for all invoice line items or individual invoice line items. 9) To defer invoice line items that fall below the Sponsor banking ACH processing minimum threshold, populate the <u>Defer</u> field check box for those invoice line items. Selection of the <u>Defer</u> field check box automatically de-selects the <u>Initiate Payment</u> field check box for the invoice line item.

In the following example, the selected <u>Defer</u> check box populates for the invoice line item amount of \$1.12.

	њ. -			(	CMS	5		Contact Us   My Profile	Logout   Help
Home	Paym	ents C	ompleted	Receipts	Reports			±	
Sponso	r Portal	С	GDP Pa	yments	Invoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014	
P Numb	xer: ANY 🗸	Parent O	rg. ID: H00	Contract Number	r: [H39 🗸		Q	Payment Inform	ation
						A.11	-	Total Invoiced	1451.20
		P			✓ Initiate	All		Total Failed	0.00
Number	Invoiced	oiced Previous	Parment / F	aled Date	ate Initiate Payment	Defer	Failed	Total Deferred	0.00
, univer	Amt.	Amount	rayment/ r.	alled Date			1 aneu	Total Pending	0.00
	1.12	0.00	10/20/2014					Total Successful	0.00
1_0	1.12	0.00	12/30/2014		U			Total Available	1451.20
1_6	1063.44	0.00	12/30/2014	•	2				
1_5	322.93	0.00	12/30/2014	•	2				
1_6	63.71	0.00	12/30/2014		2				
Pending Tra	ansactions	🗆 Update /	All 12/30/2014				Submit	Payment Initiation Uplo: B	ad rowse
Number io data	A	athorization A	mt. Date Sub	omitted Pa	yment Date	Stop Pa	yment	]	
							Stop Payment(s)		

10) To update the payment initiation date to a future date, select the *Calendar* icon to the right of the <u>Payment Date</u> field. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

In the following example, the invoice line item of 1,063.44 displays the updated calendar date of 12/31/2014, which is visible in the <u>Payment Date</u> field and the expanded calendar.

METTO GB	÷-					-					
Home	Payn	nents C	completed	Receip	ts		Reports			×	
Sponso	r Portal	С	GDP Pa	ayme	nts	1	nvoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014	
P Numb	er: ANY 🗸	Parent O	rg. ID: H00	Contract	t Numb	er: [ł	ł3_9 ₩		0	Payment Inform	ation
						-	V Initiate	A 11		Total Invoiced	1451.20
	Pravious									Total Failed	0.00
Number	Invoiced	Deferred	Payment /	Failed Da	te		Initiate	Defer	Failed	Total Deterred	0.00
	Amt.	Amount	,,	anca pa			Payment			Total Pending	0.00
1_0	1.12	0.00	12/30/2014		0			2		Total Available	1451.20
16	1063.44	0.00	12/31/2014				2				
1_5	322.93	0.00	S De	cember 20	014	R	2				
16	63.71	0.00	Sun Mon T	ue Wed 1	Thu Fri	Sat	R				
		Undate 4	1	2 3	4 5	6			Salari	Payment Initiation Uplo:	ad
		- optate y	7 8	9 10	11 12	13				В	rowse
Pending Tra	ansactions	0	14 15 1	6 17	18 19	20					
Number	A	thorization A	21 22 2 28 29 3	0 31	25 26	27	nt Date	Stop Pa	yment		
o data			Go T	o Today C	lose						

In the following example, the invoice line item of \$1,063.44 displays an updated calendar date and remains selected as part of the Initiate All functionality.

Home	e Payr	ments	Completed	Receipts	Reports			2	
Sponso	r Portal	С	GDP Pa	yments	Invoiced Repo	rting Perio	d: 201401	Payments due 6/8/2014	
P Num	ber: ANY 🗸	Parent 0	Org. ID: H0_0	Contract Numb	xer: H3_9 ♥		0	Payment Inform	ation
					Initiate	A11		Total Invoiced	1451.20
		Previous						Total Patied	0.00
P Number	Amt	Deferred	Payment / F	ailed Date	Payment	Defer	Failed	Total Pending	0.00
		Amount			,			Total Successful	0.00
P10	1.12	0.00	12/30/2014			1		Total Available	1451.20
P16	1063.44	0.00	12/31/2014	0	<b>V</b>				
P15	322.93	0.00	12/30/2014	0	2			-	
P16	63.71	0.00	12/30/2014	0					
		Update .	All 12/30/2014				Suber	Payment Initiation Uplo: B	ad rowse
Pending Tr	ansactions	0							
P Number	A	uthorization A	Amt. Date Sul	bmitted F	ayment Date	Stop Pa	yment		

- 11) Once selection of all deferred invoice line items, de-selected invoice line items or update of payment initiation dates are completed, select the *Submit* button to begin the payment initiation process.
- 12) If deferred invoice line items are included in the submission of the payment initiation process, the system will display a deferment qualifications warning message.

In the following example, the Defer Warning Message displays with the OK button highlighted

Aessage from webpage
Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.
OK Cancel

Note: Selecting the  $\underline{OK}$  button to defer the invoice line item to the subsequent period creates an un-reversible event.

If it is determined that the selected invoice line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

13) Select *OK* to defer the selected invoice line item.

14) Once the <u>Initiate All</u> process is completed, review the **Payment Information region** for updated amounts.

In the following example, the **Payment Information region** <u>Total Deferred</u> field displays a balance of \$1.12 and the <u>Total Pending</u> field displays a balance of \$1,450.08.

METTO GBA.			(CMS	5	Contact Us   My Profile   Logout   Help
Home	Payments Com	pleted Receipts	Reports		ii.
Sponsor P	ortal CGI	)P Paymen	ts Invoiced Repo	orting Period: 201401	Payments due 6/8/2014
P Number:	ANY V Parent Org. II	D: H00 Contract N	umber: H3_9 V	0	Payment Information Total Invoiced 1451 20
			Initiate	All	Total Failed 0.00
Number Inv An lo data	roiced Previous nt. Deferred P: Amount	iyment/Failed Date	Initiate Payment	Defer Failed	Total Deferred         1.12           Total Pending         1450.08           Total Successful         0.00           Total Augustic         0.00
	Update All 12	2/30/2014		Submit	Total Available 0.00
Pending Transac	ctions 🥥				
P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment	Payment Initiation Upload
	1062.44	12/30/2014	12/31/2014		Browse
P16	1003.44				
P16 P15	322.93	12/30/2014	12/30/2014		

**Note:** the <u>Total Pending</u> field displays the total amount of invoice line items populating the **Payments Pending Transaction region**.

15) To review the deferred invoice line items, select the **Completed Payments** tab and review the data listed in the **Completed Payments Transactions region**.

In the following example, the listed invoice line items of \$1.12 display as Deferred in the <u>Payment Date</u> field.

METTO GBA:						Contact Us   My Profile	Logout   Help
Home	Payments	Completed	Receipts	Reports		2	
Sponsor P Parent Org. ID:	Drtal H0_0 Contract:	CGDP	Complet	ted Payments	Invoiced I	Reporting Period: 201401	ation
Sponsor P Parent Org. ID:	D <b>rtal</b> H00 Contract:	CGDP	Complet	ted Payments	Invoiced I	Reporting Period: 201401           Payment Inform           Total Invoiced	<u>ation</u> 1451.20
Sponsor P Parent Org. ID: Number	Drtal H00 Contract:	CGDP	Complet	ted Payments	Invoiced I	Reporting Period: 201401 Payment Inform Total Invoiced Total Pending Total Dending	ation 1451.20 1450.08
Sponsor P Parent Org. ID: Number	H0_0 Contract: Invoiced A	CGDP H3_9 V Pn	Complet	EFTID	Invoiced I	Reporting Period: 201401  Payment Inform Total Invoiced Total Dending Total Deferred Total Peniled	ation 1451.20 1450.08 1.12 0.00
Sponsor P Parent Org. ID: Number	H00 Contract: Invoiced A	CGDP H3_9 V Pn mt. Pa D	Complet umber: ANY v yment Date eferred	EFTID CG14011_9H0_0	Invoiced I	Reporting Period: 201401  Payment Inform Total Invoiced Total Deferred Total Failed Total Successful	ation 1451.20 1450.08 1.12 0.00 0.00

**Note:** the <u>Total Pending</u> field on the **Completed Payments** tab contains the total of invoice line items with payment initiation dates that were not future dated.

You have now completed processing invoice line items utilizing the Initiate All functionality.

# **Processing Payment Initiation Upload Batch Functionality**

Sponsors are able to utilize the **Payment Initiation Upload** functionality to select multiple invoice line items for payment processing into one batch text file versus utilizing individual invoice line item processing or the Initiate All system functionality. A batch text file is a creation of a semi-colon delimited text file, which is loaded to the CGDP Portal DPP system for processing. Once the upload is completed, results of the batch text file upload are available for review via the Reports – Batch functionality.

This work instruction provides direction on processing invoice batch upload functionality.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



2) On the **Home** tab, select the specific Sponsor Contract Number from the drop down list located in the <u>Contract Number</u> field.

In the following example, H0_7	populates the Contract Number field drop down list.

PALMET	TO GBA			CENTRA FOLLARD CALL	IS MEDICAD SWYETS	Contact Us   My Profile   Logout   Help
	Home			ots Reports		2
Sp	onsor Port	al Co	overage Gaj	p Discoun	t Program	
Parer S5_	nt Org. ID: _4 ✔	Contract Number	Reporting Period:	Status:	0	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.
	Parent Org. ID S54	Contract Number H0_7	Reporting Period 201401	<u>Status</u> Available	Select	For payment functions, start by selecting a line item from the list to the left of this message.
	S54	H07	201402	Available	0	
	\$5 <u>4</u>	H0_7	201403	Available	0	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful - All line items have been paid successfully

3) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201403.

	a r			CENTRE FOR AND CALL & ME	S Inclus services	Contact Us   My Profile   Logout   Help
Home	e	Payments	Completed Recei	pts Reports		<i>i</i>
Sponsor	· Port	al C	overage Gaj	p Discount	Program	
Parent Org. II S5_4 V	D:	Contract Number	Reporting Period:	Status:	٥	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.
Parent	<u>Org. ID</u> \$5 <u>4</u>	Contract Number H0_7	Reporting Period 201401	<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.
	\$54 \$54	H07 H07	201402 201403	Available Available	0	
						Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful - All line items have been paid successfully

4) On the **Payments** tab, review the **Payments Initiation region** to view the invoice line items available for payment processing.

In the following example, the **Payments Initiation region** displays invoice line items available for payment initiation processing and the location of the *Printer* icon.

Hor	ne Pa	yments	Completed Receipts	Reports			jį.	
Sponso	r Portal	С	GDP Payments	Invoiced Repo	rting Perio	d: 201403	Payments due 1/12/2015	
P Num	ber: ANY 🗸	Parent C	org. ID: S54 Contract Num	ber: H07 V		0	Payment Inform	ation
				Initiate	All		Total Failed	0.00
P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed	Total Deferred Total Pending	0.00
21_2	284.54	0.00	01/02/2015				Total Successful Total Available	0.00
P1_2	691.19	0.00	01/02/2015					
P1_4	23.69	0.00	01/02/2015					
P1_7	167.56	0.00	01/02/2015				Payment Initiation Uplo	ad
P1_5	714.68	0.00	01/02/2015				8	Irowse
P16	2.50	0.00	01/02/2015					
P1_7	96.41	0.00	01/02/2015					
		Update A	11 01/02/2015			Suber	it .	
Pending Tr	ansactions	0						
Number	A	athorization A	mt. Date Submitted	Payment Date	Stop Pag	yment		

5) To view all invoice line items for a reporting period, select the *Printer* icon located between the links found in the upper right hand corner and the **Payments Due** region.

The *Printer* icon allows a user to view formatted information regarding active invoice line items displayed on the **Payments** tab in a Microsoft Office Excel spreadsheet format. The Excel spreadsheet contains three tabs:

- Invoice line item data corresponding to the active **Payments Initiation region** page displayed
- Invoice line item data corresponding to the active **Payments Pending Transactions** region page displayed
- Summary of total invoice amounts displayed in the Payment Information region

The Microsoft Excel spreadsheet allows the user to view all invoice line items displayed on the active **Payments Initiation region** without requiring the user to scroll through the data. It provides a format that allows users the ability to massage invoice line item data required in creating Batch text files.

- 6) Select one of the following dialog boxes in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected button, *Open*, allows a user to view all invoice line items displayed on the active **Payments Initiation region**.

Do you want to open or save <b>invoice_information.xlsx</b> from <b>1#.1#.1##.</b> #?	Open	Save 🔻	Cancel	×

7) After selecting the *Open* button, the file information for the active Payment Initiation page will display in Microsoft Excel.

In the following example, the invoice line items display in a Microsoft Excel spreadsheet with the current date displayed in the <u>Payment Date</u> field.

F	ile Home	Insert Page Layout	Formulas Data	Review View		۵ (	) - @ ×
Pa	Calibri	• 11 •     ■       里 •     A* A*       ③• • A •     譯 筆       Font     场	Date ⇒ ⊡ ✓ Date ⇒ ∞ ✓ \$ ✓ % ∞ ✓ ∴∞ ÷∞ nent ∿ Number	<ul> <li>Conditional Forr</li> <li>Format as Table</li> <li>Cell Styles *</li> <li>Styles</li> </ul>	natting ▼ 📑 Insert ▼ ▼ 🔐 Delete ▼ ∰ Format ▼ Cells	∑ ▼ Z ▼ Sort & Fi Z ▼ Filter ▼ Se Editing	nd & elect +
	D12	• (* fx					×
	А	В		С	D	E	F 🛓
1	P NUMBER	INVOICE AMT	PREVIOUS DEFERRE	D AMT	PAYMENT DATE	FAILED DUE TO	
2	P1##2	284.54	0.00		01/12/15		
3	P1##2	691.19	0.00		01/02/15		
4	P1##4	23.69	0.00		01/02/15		
5	P1##7	167.56	0.00		01/02/15		
6	P1##5	714.68	0.00		01/02/15		
7	P1##6	2.5	0.00		01/02/15		
8	P1##7	96.41	0.00		01/02/15		
9							

**Note:** The *Printer* icon will only download and display invoice line items for the active **Payments Initiation region** page. To view all invoice line items for a reporting period, select the *Printer* icon on each page of the **Payments Initiation region**.

- 8) Utilize the Excel file(s) to determine which of the invoice line items to include in the batch text file.
- 9) For each invoice line item to be included in the batch text file, collect the following information:
  - Parent Organization ID
  - Reporting Period
  - Contract Number initiating payment
  - P Number due funds
  - EFT ID information
  - Payment date
  - Defer Invoice (Yes or No)

10) Once the information is collected for each invoice line item, create batch lines, using text format, for each invoice line item containing the following information:

**Note:** Refer to Appendix B in the Reference section for assistance with formatting batch text files.

• Batch Header Line: 'HDR' to notate header line followed by a semi-colon (;), Parent Organization ID followed by a semi-colon (;) and Reporting Period, in YYYYQQ format.

Example of Batch Header line:

- HDR;S5\_4; 201403
- Batch Detail Line: 'DET' to notate detail line followed by a semi-colon (;), Contract Number followed by a semi-colon (;), P Number followed by a semi-colon (;), EFT ID information, in CGYYQQP####H#### format, followed by a semi-colon (;), Payment date, in YYYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

Example of a non-deferred invoice line item with payment date of 12/29/2014:
DET;H0\_0;P1\_0;CG14011\_0H0\_0;20141229;N

Example of a deferred invoice line item with defer date of 01/15/2015:

• DET;H0\_0;P1\_0;CG14011\_0H0\_0;20150115;Y

In the following example, the batch text file contains one header record and seven invoice line item records.

S5_4.20150102_BATCHscreen shot.txt - Notepad	
File Edit Format View Help	
HDR; S54; 201403 DET; H00; P12; CG140312H00; 20150102; N DET; H00; P12; CG140312H00; 20150106; N DET; H00; P14; CG140314H00; 20150105; N DET; H00; P17; CG140317H00; 20150102; N DET; H00; P16; CG140316H00; 20150102; Y DET; H00; P17; CG140317H00; 20150102; N DET; H00; P17; CG140317H00; 20150102; N	* III
	-

Note: Creation of batch text files can only contain invoice line items for the same reporting period.

- 11) Save the batch text file, once created with all selected invoice line items, using a Sponsordetermined file naming convention.
- 12) On the **Payments** tab, select the **Payment Initiation Upload region**.

13) Select the *Browse*... button to search for the batch text file to be loaded to the CGDP Portal DPP system.

Payment Initiation U	pload	
	Browse	Upload

In the following example, the highlighted button is the Browse... button

14) Locate and select the batch text file to load to the CGDP Portal DPP system

In the following example, the batch text file, S5\_4.20150102\_BATCH.txt, is located.

load	
1anufacturer WI 🕨 Payments Tab WI 👻 🍫	Search Payments Tab WI
ew folder	i 🕶 🖬 🔞
Name	Date modified Type
S5_4.20150102_BATCH.txt	1/2/2015 3:51 PM Text Docu
_	
	+
•	•
File name: S5_4.20150102_BATCH.txt	All Files (*.*)
	Open 🔽 Cancel
	oad Manufacturer WI  Payments Tab WI ew folder Name S5_4.20150102_BATCH.txt File name: S5_4.20150102_BATCH.txt

- 15) Click the Open button to upload the text file to the CGDP Portal DPP system.
- 16) In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the *Browse*... button.

In the following example, the selected batch file name displays to the left of the Browse... button.



17) Select the Upload button to load the text file to the CGDP Portal DPP system.

In the following example, the button selected is the Upload button.

Payment Initiation U	pload	
C:\Public\CGDP_DPP_P	Browse	Upload

18) After the Payment Initiation Upload process completes, the CGDP Portal DPP system will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file.

In the following example, the system message displays that four files successfully completed payment initiation and three files failed payment initiation.



19) Select the *OK* button to close the system message.

20) The invoice line items that failed the batch initiation process display failed messages in the <u>Failed</u> column of the **Payments Initiation region** of the **Payments** tab.

In the following example, the **Payments Initiation region** displays failed messages and the **Payment Information region** displays the total dollar amount of failed invoice line items.

Home	Payme	ents Com	npleted Receipt	s	Reports			â	
Sponso	r Portal	CG	DP Payme	ents	Invoiced Repo	rting Perio	d: 201403	Payments due 1/12/2015	
P Num	ber: ANY 🗸	Parent Org	g ID: S5_4 Contrac	t Number:	H0_7 V		<b>Q</b>	Payment Inform	ation
					Initiate.	A11		Total Invoiced	1980.57
P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Da	ite	Initiate Payment	Defer	Failed	Total Pending	2.50
1_2	284.54	0.00	01/02/2015				Batch Failure	Total Available	0.00
1_7	167.56	0.00	01/02/2015				Batch Failure		
17	96.41	0.00	01/02/2015				Batch Failure		
ending Tr:	ansactions	Update All	01/02/2015				Sabmit	Payment Initiation Uplo	ad Irowse
Number	Au	thorization Am	t. Date Submitted	Payn	ent Date	Stop Pay	ment		
1_2	69	1.19	01/02/2015	01/06	5/2015				
14	23.	69	01/02/2015	01/05	/2015				
	71	1.68	01/02/2015	01/07	/2015				

21) The successfully initiated invoice line item payments display in the **Payments Pending Transactions region**.

In the following example, the **Payments Pending Transaction region** displays the successful, pending, and authorized invoice line item amounts and the **Payment Information region** displays the <u>Total Pending</u> dollar amount of pending invoice line items.

	A.			(CMS	5		Contact Us   My Profile	Logout   Help
Home	Paym	Cor	npieted Receipts	Reports			×.	
Sponso	r Portal	CG	DP Paymer	nts Invoiced Repo	rting Perio	d: 201403	Payments due 1/12/2015	
P Num	ber: ANY 💙	Parent Org	ID: \$5884 Contract N	Number: H0307 V		0	Payment Inform	ation
				Teitiate	A11		Total Invoiced	1980.57
		Previous			-nui		Total Failed	548.51
P Number	Invoiced	Deferred	Payment / Failed Date	Initiate	Defer	Failed	Total Deterred	1420.56
	Amt.	Amount		rayment			Total Successful	0.00
P1002	284.54	0.00	01/02/2015	•		Failure	Total Available	0.00
P1077	167.56	0.00	01/02/2015	•		Failure		
P1137	96.41	0.00	01/02/2015	•		Failure		
		Update All	01/02/2015			Submit	Payment Initiation Uplo:	ad
Pending Tr	ansactions	$\bigcirc$					B	rowse
P Number	Au	thorization Am	. Date Submitted	Payment Date	Stop Pa	yment		
P1022	69	1.19	01/02/2015	01/06/2015				
P1024	23.	69	01/02/2015	01/05/2015				
P1125	71-	4.68	01/02/2015	01/07/2015				
						Stop Psyment(s)	J	

22) The successfully deferred invoice line item totals display in the **Payment Information region**.

	<u>^</u> .			(CMS			Contact Us   My Profile   Logout   Help
Home	Paym	ents Co	mpleted Receipts	Reports			£
Sponso	r Portal	CO	GDP Paymer	Its Invoiced Repo	rting Perio	d: 201403	Payments due 1/12/2015
P Num	Det: ANT Y	Parent O	rg. ID: 30	Vuender: Hu_/ V	A.U.	0	Total Invoiced 1980.57
P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed	Total Failed 548.51 Total Deferred 2.50 Total Pending 1429.56 Total Security 0.00
P1_2	284.54	0.00	01/02/2015	•		Failure	Total Available 0.00
P1_7	167.56	0.00	01/02/2015	•		Failure	
P1_7	96.41	0.00	01/02/2015			Failure	
		Update A	11 01/02/2015			Submit	Payment Initiation Upload
Pending Tra	ansactions	0	<u> </u>				Browse
	Au	thorization Ar	nt. Date Submitted	Payment Date	Stop Pag	yment	
P Number		1.19	01/02/2015	01/06/2015			
P Number P1_2	69						
P Number P12 P14	69	69	01/02/2015	01/05/2015			

In the following example, the **Payment Information region** displays the <u>Total Deferred</u> dollar amount of deferred invoice line items.

23) To verify the deferred items, select the **Completed Payments** tab and view the information displayed in the **Payment Information region** <u>Total Deferred</u> field and the **Completed Payments Transactions region**.

In the following example, the **Completed Payments** tab is visible and the deferred items display in the **Payment Information** and **Completed Payments Transactions regions**.

Home	Payments Co	ompleted Receipts	Reports		<b>E</b>	
ponsor P Parent Org. ID:	s5_4 Contract: H0_3	GDP Complet	ed Payments	Invoiced Rep	Pavment Inform	ation
-				<b>V</b>		1000.57
					Total Invoiced	1980.57
					Total Invoiced Total Pending	0.00
Number	Invoiced Amt.	Payment Date	EFTID		Total Invoiced Total Pending Total Deferred	0.00
Number 6	Invoiced Amt. 2.50	Payment Date Deferred	EFTID CG140316H07		Total Invoiced Total Pending Total Deferred Total Failed	0.00 2.50 0.00
Number 6	Invoiced Amt. 2.50	Payment Date Deferred	EFTID CG14031_6H0_7		Total Invoiced Total Pending Total Deferred Total Failed Total Successful	0.00 2.50 0.00 0.00

24) To review the batch text successful files and failed files, select the **Reports** tab and populate the <u>Batch</u> radio button.

In	the	following	example,	the	displayed	<b>Reports</b> -	Batch	page	with	the	Batch	radio	button
sel	ecte	d.											

PALMETTO GBA	la -	Contact Us   My Profile   Logout   Help		
Home	e Payments	۵.		
Sponsor Invoice Parent Org.	Data O Dispute Dispute	Current Cutoff C Reporting Period Invoice Paid by Invoice Distribution Dispute Submission Dispute Distribution	Calendar 201403 01/12/2014 12/04/2014 02/03/2015 04/04/2015	
Primary ID S5_4	Description Batch init. 201403	Last Download		

25) Populate the radio button in the <u>Download</u> column to correspond to the reviewable batch file.

In the following example, the selected items are the batch file containing Failed and Successful line items.

PALMETTO GBA	PALMETTO GBA.											
Home	Payments	۵										
Sponsor Invoice ( Parent Org. 1	Data O Dispute	CGDP R ● Batch ○ S	ponsor 1099 Inform	mation	٢	Current Cutoff C Reporting Period Invoice Paid by Invoice Distribution Dispute Submission Dispute Distribution	Calendar 201403 01/12/2014 12/04/2014 02/03/2015 04/04/2015					
Primary ID	Description	Batch ID	Date Time	Download	Status	Last Downloa	ıd					
\$54	Batch init. 201403	515	20150102 03:25	0	3 Failed / 4 Success	fal						

26) Select one of the following dialog boxes in the message that appears at the bottom of the screen:

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

Do you want to open or save 515.txt (701 bytes) from 1#.1#.1##.#?	Open	Save 🔻	Cancel	×
•		•		

27) Review the downloaded batch text file for line items containing failures and update the **Payment Initiation Upload** batch text file to correct the errors prior to reloading the batch text file to the CGDP Portal DPP system.

In the following example, the downloaded batch text file displays seven lines, three of which failed batch processing batch processing with error messages listed in the file.

📑 515.txt - Notepad	
File Edit Format View Help	
<pre>S5_4:H0_0; 201403;P1_6;CG14031_6H0_0; 20150102; Y; Success; Deferred in a batch; 20150102; S5_4:H0_0; 201403;P1_2;CG14031_2H0_0; 20150106; N; Success; Initiated in a batch; 20150102; S5_4:H0_0; 201403;P1_4; CG14031_4H0_0; 20150105; N; Success; Initiated in a batch; 20150102; S5_4:H0_0; 201403;P1_2; CG14031_2H0_0; 20150102; N; Failed; Invalid EFT; 20150102; S5_4:H0_0; 201403;P1_7; CG14031_7H0_0; 20150102; N; Failed; No EFT information available for sponsor; 20 S5_4:H0_0; 201403; P1_7; CG14031_7H0_0; 20150102; N; Failed; No EFT information available for sponsor; 20 S5_4:H0_0; 201403; P1_5; CG14031_7H0_0; 20150102; N; Failed; No EFT information available for sponsor; 20 S5_4:H0_0; 201403; P1_5; CG14031_7H0_0; 20150102; N; Failed; No EFT information available for sponsor; 20 S5_4:H0_0; 201403; P1_5; CG14031_7H0_0; 20150107; N; Success; Initiated in a batch; 20150102;</pre>	150102; 150102;

**Note:** Refer to the *Help* link located in the top right of any Portal tab or refer to Appendix B for system code descriptions displayed in batch reports.

You have now completed creation, upload, and review of a batch text file for the **Payment Initiation Upload** functionality.

### **Processing Stop Payments**

The CGDP Portal DPP allows Sponsors to stop the payment processing of future dated invoice line items prior to the completion of the payment process.

The Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date. Selecting a pending invoice line item payment for stop payment will reassign the stopped invoice line item to the **Payment Initiation region** for reprocessing.

This work instruction provides direction on the steps needed to process stop payments for pending invoice line item payments.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA.		
Covera	ge Gap Discount Pr	ogram
	User Id: Password: Login	

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

PALMETTO GBA, A CELERIAN GTOUT CONTAIN			CENTER FOR MEDICALE	A MEDICALD SUPPRETS	Contact Us   My Profile   Logout   Help
Home			pts Reports		2
Sponsor Porta	d C	overage Ga	p Discoun	t Program	
Parent Org. ID: H0_0 V	Contract Num	ber Reporting Perio	od: Status: ANY	<b>~</b> ()	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.
Parent Org. ID	Contract Number	Reporting Period	Status	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39	201401	Available	0	
H00	H59	201401	Available	0	
H00	H52	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	Incomplete - One or more items have not been paid
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H00	S07	201401	Pending	0	successiony
H00	S5_9	201401	Pending	0	
LO 0	\$5.9	201401	Failed	0	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

ALMETTO GBA				1S	Contact Us   My Profile   Logout   Help
Home	Payments C	ompleted Recei	pts Report	5	<b>a</b>
Sponsor Port	al Contract Num	ber Reporting Peri 2014 01 V	p Discount od: Status: ANY	t Program	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.
Parent Org. ID	Contract Number	Reporting Period	<u>Status</u>	Select	For payment functions, start by selecting a line item from the list to the left of this message.
H0_0	H5 9	201401	Available		
H00	H5_2	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	payment attempt
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H0 0	S07	201401	Pending	0	successfully
				0	
H00	<b>\$</b> 59	201401	Pending	0	

4) On the **Payments** tab, review the **Payment Information region** to verify the <u>Total Pending</u> line amount listed.

In the following example, the <u>Total Pending</u> field displays the amount of \$280.88, which is the combined total of items listed in the **Payments Pending Transactions region**.

	4			CMS	5			Contact Us   My Profile   Lo	ogout   <u>Help</u>
Home	Paym	ents C	ompleted Receipts	Reports				<u>a</u>	
Sponso P Numb	r Portal Ner: [ANY] 💙	CO Parent O	GDP Paymen	Invoiced Report	rting Perio	d: 201401	0	Payments due 6/8/2014 Payment Informati	ion
				Initiate	A11			Total Invoiced	704.99
P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed		Total Failed Total Deferred Total Pending	0.00 13.83 280.88
P00	190.05	0.00	12/30/2014	•				Total Successful	0.00
0_4	53.39	0.00	12/30/2014	•				Total Available	410.28
0_8	45.13	0.00	12/30/2014	•			- 1		
0_7	121.71	0.00	12/30/2014				•	Payment Initiation Unload	
< <p>Pending Tr.</p>	ansactions	Update A	JI 12/30/2014	8		6	> ubmit	Bro	wse
P Number	A	uthorization A	mt. Date Submitted	Payment Date	Stop Pa	yment			
P10	58	.61	12/30/2014	12/31/2014					
P06	32	.06	12/30/2014	01/15/2015					
P04	19	0.21	12/30/2014	12/31/2014					
						Stop Pay	ment(s)		
5) Review the **Payments Pending Transactions region** to verify the existence of future dated invoice line items available for stop payment processing. Future dated invoice line items available for stop payment processing will display a date greater than the current calendar date in the <u>Payment Date</u> field and an active check box in the <u>Stop Payment</u> field.

In the following example, the stop payment eligible invoice line item amounts displays in the **Payments Pending Transactions region**.

METTO GB	<u>.</u>			(CMS	5			Contact Us   My Profile   ]	Logout   <u>Help</u>
Home	Paym	ents C	completed Receip	ts Reports				£	
Sponso	r Portal	C	GDP Payme	ents Invoiced Repo	orting Perio	d: 201401		Payments due 6/8/2014	
P Num	RE: ANT Y	Parent O	rg. ID: H0_0 Contrac	t Number: H3_9 V			0	Payment Informa	tion 704 00
				🗆 Initiate	All			Total Invoiced	0.00
P Number	Invoiced	Previous Deferred	Payment / Failed Da	te Initiate	Defer	Failed		Total Deferred	13.83
	Amt.	Amount		Payment				Total Pending	280.88
P00	190.05	0.00	12/30/2014	•				Total Successful	0.00
P0_4	53.39	0.00	12/30/2014				-	Total Available	410.28
P08	45.13	0.00	12/30/2014						
P0_7	121.71	0.00	12/30/2014					Payment Initiation Unles	a
<		Update /	All 12/30/2014			6	<b>&gt;</b> atmit	B	rowse
Pending Tr	ansactions	0							
P Number	Aa	thorization A	amt. Date Submitted	Payment Date	Stop Pa	yment			
	58	.61	12/30/2014	12/31/2014					
P10		04	12/30/2014	01/15/2015					
P10 P06	32	.06	12 30 2014						

**Note:** the Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date.

6) To process a stop payment for future dated invoice line items, populate the check box in the <u>Stop</u> <u>Payment</u> field with a check mark.

In the following example, the populated <u>Stop Payment check box corresponds</u> to the future dated invoice line item of \$58.61.

Pending Transa	ctions 🕥			
P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P10	58.61	12/30/2014	12/31/2014	<b>√</b>
P06	32.06	12/30/2014	01/15/2015	
P04	190.21	12/30/2014	12/31/2014	
P0_4	190.21	12/30/2014	12/31/2014	Sto

7) Select the *Stop Payment(s)* button, located at the bottom right of the **Payments Pending Transactions region**, to process the invoice line item stop payment. The following message will appear after the *Stop Payment(s)* button is selected:



Note: Selecting the *OK* button to stop pay the invoice line item creates an un-reversible event.

If it is determined that the selected invoice line is not the correct invoice to process for stop payment, utilize the *Cancel* button to exit the message screen and select the applicable line item.

If the *OK* button selected in error, reprocess the invoice line item utilizing one of the following work instructions:

- Processing Invoice Line Item payments
- Processing Future Dated Invoice Line Item payments
- 8) Select the *OK* button to process the stop payment for the invoice line item.

9) Once the stop payment functionality processes, review both the **Payment Information region** to verify the <u>Total Pending</u> field amount no longer includes the amount of the stop paid invoice line item(s) and the **Payments Pending Transactions region** no longer contains the invoice line item(s).

In the following example, the invoice line item for \$58.61 relocates to the **Payments Initiation** region for re-processing, the **Payment Information region** displays an updated balance of \$222.27 in the <u>Total Pending</u> field, and the **Payments Pending Transactions region** no longer contains the invoice line item for \$58.61.

Home	Payr	nents Con	npleted Receip	ts Reports				÷	
Sponso P Numb	r Portal	CG Parent Org	DP Payme	nts Invoiced Rep t Number: [H3_9 V]	orting Period	1: 201401	Pa	yments due 6/8/2014 Payment Informati	<u>on</u>
					All		_	Total Invoiced	704.99
Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Da	te Initiate Payment	Defer	Failed		Total Deferred Total Pending	13.83
00	190.05	0.00	12/30/2014	•				Total Successful	0.00
)4	53.39	0.00	12/30/2014	•				Total Available	+08.89
8	45.13	0.00	12/30/2014	-			1		
_7	121.71	0.00	12/30/2014					and Initiation Fisherd	
_0	58.61	0.00	12/30/2014				<u>ר</u>	Bro	wse UR
ending Tr	ansactions	Update All	12/30/2014			Sales			
Number	A	uthorization Am	t. Date Submitted	Payment Date	Stop Pay	yment			
06	33	2.06	12/30/2014	01/15/2015					
	19	90.21	12/30/2014	12/31/2014					

10) For final verification of the processed invoice line item stop payment, select the <u>P Number</u> from the drop down list in the **Payments Filter region** and enter in the specific Contract Number.

In the following example, P1\_\_0 populates the <u>P Number</u> field drop down list and displays the reinstated invoice line item data in the **Payments Initiation region**.

	A.			(CMS	5		Contact Us   My Profile   ]	Logout   Help
Home	Payme	ents Comp	leted Receipts	Reports			£	
Sponso P Numb	r Portal er: P1_0~	CG Parent Org.	DP Paymen	ts Invoiced Report	rting Period: 20	01401	Payments due 6/8/2014	tion
				Initiate	A11		Total Invoiced	704.99
		Previous		E la la	~		Total Failed	0.00
Number	Amt.	Deferred Amount	Payment / Failed Date	Payment	Defer 1	Failed	Total Pending	222.27
0	58.61	0.00	12/30/2014				Total Successful	0.00
Pending Tr	ansactions	Update All	12/30/2014	2		Submit	Total Available	468.89
Number	As	thorization Am	. Date Submitted	Payment Date	Stop Payme	nt	Payment Initiation Uploa	id Down
0_6	32	.06	12/30/2014	01/15/2015			Di	UW90
0_4	19	0.21	12/30/2014	12/31/2014				
					(	Stop Payment(s)	,	

You have now completed a stop payment of an invoice line item.

ELEMIN STOUR CONTAIN					Cor	<u>ntact Us   My Profile   Log</u>	<u>tout</u>   <u>Help</u>
1 Home	Payments Co	mpleted Receipts	Reports			2	
Sponsor Po Parent Org. ID:	H0_0 Contract: H5_2	GDP Complet	ted Payments	2 Invoiced Re	porting	g Period: 201404	ation
Sponsor Port Parent Org. ID:	H0_0 Contract: H5_2	SDP Complet	ted Payments	Invoiced Re	porting	g Period: 201404 Payment Inform Total Invoiced	<u>aation</u> 1066.75
Sponsor P Parent Org. ID:	H0_0 Contract: H5_2	GDP Complex	ted Payments	2 Invoiced Re	porting	g Period: 201404 Payment Inform Total Invoiced Total Pending	1066.75 0.00
Sponsor P Parent Org. ID: P Number	H0_0 Contract: H5_2 Invoiced Amt.	BDP Complex P number: P1_7 × Payment Date	ted Payments	2 Invoiced Re	porting )	g Period: 201404 Payment Inform Total Invoiced Total Pending Total Deferred	ation 1066.75 0.00 3.31
Sponsor P Parent Org. ID: P Number P1_7	Image: Contract         H5_2           Invoiced Amt.         3.31	SDP Comple: P number: P1_7 ~ Payment Date Deferred	EFTID CG14015_2P1_7	2 Invoiced Re	porting	g Period: 201404 Payment Inform Total Invoiced Total Pending Total Deferred Total Failed	ation 1066.75 0.00 3.31 0.00
Sponsor P Parent Org. ID: P Number P1_7 P1_6	H0_0 Contract: H5_2 Invoiced Amt. 3.31 1063.44	P number: P1_7 ~ P number: P1_7 ~ Payment Date Deferred 19-DEC-14	EFTID CG14015_2P1_7 CG14013_9P1_6	2 Invoiced Re	porting	g Period: 201404 Payment Inform Total Invoiced Total Pending Total Deferred Total Failed Total Successful	ation 1066.75 0.00 3.31 0.00 1063.44

# CGDP Portal Completed Payment Tab

The **Completed Payments** tab allows the user to review completed payment information for invoice line items by Manufacturer P Number.

The **Completed Payments** tab has six **region**s:

- 1. Completed Payments Tabbed Region: displays the tabbed page that is currently active.
- 2. Completed Payments Invoiced Reporting Period region: displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the Home Filter region.
- 3. **Completed Payments Filter region**: allows the user to search data listed by the defaulted <u>Parent</u> <u>Org. ID</u>.
- 4. **Completed Payments Payment Information region**: displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as they process through the system.
- 5. Completed Payments Transactions region: displays results based on data entered into the Completed Payments Filter region.

The following pages will describe, in detail, each region and the functions associated with each.

### **Completed Payments Tabbed Region**

1 Home	Payments	Completed	Receipts	Reports
--------	----------	-----------	----------	---------

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

### **Completed Payments Invoiced Reporting Period Region**

-			
(2) - $(2)$			
4 Invoice	1 Poporting	Doriod.	201404
	i Keporung	r erioù.	201404

This section of the **Completed Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 4<sup>th</sup> quarter of calendar year 2014 will appear in the **Completed Payments Transactions region** of the **Completed Payments** tab.

### **Completed Payments Filter Region**

A Parent Org. ID: H0\_0 B Contract: H5\_2 V C P number: P1\_7 V

The **Completed Payments Filter region** contains three fields to assist a user with narrowing invoice line item search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with completed invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.
- C. <u>P Number</u>: displays the P Number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID. **Note**: this field will only allow update to P Numbers that have completed invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

4	Payment Information							
	А	Total Invoiced	1066.75					
	В	Total Pending	0.00					
	С	Total Deferred	3.31					
	D	Total Failed	0.00					
	Е	Total Successful	1063.44					
	F	Total Outstanding	0.00					

## **Completed Payments Payment Information Region**

The **Completed Payments Payment Information region** provides a summary view of activities that occur on the **Completed Payments** tab. This region contains the following six fields that provide up-to-date data regarding completed invoice line item activity.

- A. <u>Total Invoiced</u>: displays total dollar amount of invoice line items that completed processing for the reporting period.
- B. <u>Total Pending</u>: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- C. <u>Total Deferred</u>: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. <u>Total Failed</u>: 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.
- E. <u>Total Successful</u>: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. <u>Total Outstanding</u>: displays the total dollar amount of remaining invoice line items requiring processing.

<b>Completed Payments T</b>	ransactions Region
-----------------------------	--------------------

5	A P Number	<sup>B</sup> Invoiced Amt.	C Payment Date	D EFTID
	P17	3.31	Deferred	CG140152P17
	P16	1063.44	19-DEC-14	CG14013_9P1_6

The **Completed Payments Transactions** region provides a detail view of successful payments or deferred invoices. This region contains four fields that provide up-to-date data regarding paid invoice activity.

- A. <u>P Number</u>: displays the Manufacturer P Number.
- B. <u>Invoiced Amt.</u>: displays the invoice line item amounts due to the Manufacturer.
- C. <u>Payment Date</u>: displays information regarding the status of the payment.
  - Displays 'Deferred' if invoice line item selected to be deferred to subsequent reporting period.
  - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal of scheduled funds from user's bank account.
- D. <u>EFT ID</u>: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; #### for the P Number and ###### for the Contract Number. Example: CG14011\_\_7H5\_\_2.

## **CGDP Portal DPP Work Instructions – Completed Payments**

#### **Utilizing the Completed Payments Tab**

Sponsors are able to utilize the CGDP DPP system to view the status of invoice line items that have completed processing. The **Completed Payments** tab provides Sponsors with the capability to view deferred invoices or finalized invoice payments.

This work instruction provides direction on accessing the **Completed Payments** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA		CENTERS FOR MEDICARE & MEDICARD SERVICES
Covera	ge Gap Discount P	rogram
	User Id: Password: Login	

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

PALMETTO GBA			CENTRE FOR A REPORT		Contact Us   My Profile   Logout   Help
Home			pts Reports		<b>a</b>
Sponsor Po Parent Org. ID H0_0 V	rtal C Contract Num	overage Ga ber Reporting Peri 2014 01 V	p Discoun	t Program	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.
Parent Org. 1	D Contract Number	Reporting Period	<u>Status</u> Available	Select	For payment functions, start by selecting a line item from the list to the left of this message.
H0_	_0 H59	201401	Available	0	
H0	_0 H52	201401	Available	0	
H0	_0 H50	201401	Available	0	Available - Invoice is ready for payment initiations
H0	_0 H79	201401	Available	0	Failed - One or more items has an unsuccessful
H0_	_0 H71	201401	Available	0	Incomplete - One or more items have not been paid
H0	_0 H76	201401	Pending	0	Pending - All line items have been initiated
H0_	_0 H83	201401	Available	0	successfully
H0_	-0 H9_7	201401	Available	0	Successful - All line items have been paid
H0_	_0	201401	Pending	0	successionly
H0_	-0 S5_9	201401	Pending	0	
H0_	_0 <u>\$58</u>	201401	Failed	0	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button to choose the reporting period then select the **Completed Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

CELEMIAN GOULD CONTAIN				CENTER FOR MEDICALE	1S MICICAB STEVES	Contact Us   My Profile   Logout   Help
Home	Payments	Completed	Receipts	Report	s	<b>a</b>
Sponsor Po Parent Org. II H0_0 V	rtal Contract N ANY V D Contract Numb	Coverag	e Gap orting Period: 401 v	Discount Status: ANY Status	t Program	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line item from the list to the left of this message.
H0_ H0_	_0 H3_ _0 H5_	_9 20 _9 20	01401 01401	Available Available	0	
H0_ H0_	_0 H5_ _0 H5_	_2 20 _0 20	01401 01401	Available Available	0	Available - Invoice is ready for payment initiations
H0_ H0_	_0 H7_	_9 20 _1 20	)1401	Available	0	payment attempt Incomplete - One or more items have not been paid
H0_ H0_	_0 H8_	_3 20	)1401	Available	0	Pending - All line items have been initiated successfully
H0_ H0_	_0 H9_ _0 S0_	_7 20 _7 20	01401 01401	Available Pending	0	Successful - All line items have been paid successfully
H0 H0	_0 S5_ _0 S5_	_9 20 _8 20	01401 01401	Pending Failed	0	

4) On the **Completed Payments** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Completed Payments Filter** region.

In the following example, H3\_9 populates the <u>Contract Number</u> field drop down list.

METTO GBA:					Contact Us   My Profile	Logout   <u>Help</u>
Home	Payments Co	mpleted Receipts	Reports		4	
Sponsor Po Parent Org. ID: 1	H0_0 Contract: H3_9	GDP Complet	ted Payments	Invoiced Repo	orting Period: 201401 Payment Informa	ation
Sponsor Po Parent Org. ID:	H0_0 Contract: H3_9	P number: ANY	ted Payments	Invoiced Repo	orting Period: 201401 Payment Informa Total Invoiced	ation 621.66
Sponsor Po Parent Org. ID:	H0_0 Contract: H3_5	P number: ANY	ted Payments	Invoiced Repo	Period: 201401 Payment Informa Total Invoiced Total Pending	ation 621.66 0.00
Sponsor Pc Parent Org. ID: 'Number	H0_0 Contract: H3_5	P number: ANY V Payment Date	ted Payments	Invoiced Repo	Tring Period: 201401 Payment Informa Total Invoiced Total Pending Total Deferred	ation 621.66 0.00 2.86
Sponsor P( Parent Org. ID: Number	H0_0 Contract: H3_5 Invoiced Amt. 2.86	P number: ANY V Payment Date Deferred	ted Payments EFTID CG14015_2P1_7	Invoiced Repo	Total Deferred Total Deferred Total Areadown Total Deferred Total Failed	ation 621.66 0.00 2.86 0.00
Sponsor Pc Parent Org. ID: Number 1_2 1_0	Invoiced Amt.           2.86           27.13	P number: ANY V Payment Date Deferred 12/30/2014	ted Payments EFTID CG14015_2P1_7 CG14013_9P1_6	Invoiced Repo	Total Deferred Total Deferred Total Successful Total Successful	ation 621.66 0.00 2.86 0.00 27.13

5) On the **Completed Payments** tab, review the **Payment Information** region for deferred, pending, and successful invoice line items.

In the following example, the <u>Total Deferred</u> field contains a total of \$2.86 and the <u>Total</u> <u>Successful</u> field contains at a total of \$27.13.

Home	Payments Con	npleted Receipts	Reports		<u>ڪ</u>	
Sponsor P	ortal CC	<b>GDP</b> Comple	ted Payments	Invoiced Rep	orting Period: 201401	
Parent Org. ID:	H00 Contract: H39	P number: ANY V			Payment Informa Total Invoiced	621.66
					Total Pending	0.00
	Invoiced Amt.	Payment Date	EFTID		Total Deferred	2.86
Number			CC14015 201 7		Total Failed	0.00
Number 2	2.86	Deferred	CG14015_2P1_/			
Number 12 10	2.86 27.13	Deferred 12/30/2014	CG140132P1/ CG140139P16		Total Successful	27.13

6) Review the invoice line items in the **Completed Payments Transaction** region and locate an invoice line item with the <u>Payment Date</u> populated with Deferred.

In the following example, the invoice line item of \$2.86 displays with the <u>Payment Date</u> of Deferred in the **Completed Payments Transaction** region.

IETTO GBA			CENTERS FOR MEDICARE & MEDICARE STRATES			
Home	Payments Co	ompleted Receipts	Reports		2	
Sponsor P	ortal CO	GDP Comple	ted Payments	Invoiced Rep	orting Period: 201401	
<b>Ponsor P</b> Parent Org. ID:	H0_0 Contract: H3_9	GDP Complete P number: ANY ~	ted Payments	Invoiced Rep	Payment Informa	ation 621.66
Parent Org. ID:	H0_0 Contract: H3_5	GDP Comple P number: ANY V	ted Payments	Invoiced Rep	Payment Informa Total Invoiced	621.66
Parent Org. ID: Number	HO_O Contract: H3_G	GDP Comple P number: ANY Payment Date	ted Payments	Invoiced Rep	Total Period: 201401	621.66 0.00 2.86
Parent Org. ID: Number	Image: Contract         H3_5           Invoiced Amt.         2.86	GDP Comple 9 V P number: ANY V Payment Date Deferred	EFTID CG14015_2P1_7	Invoiced Rep	Total Deferred Total Deferred Total Pending Total Deferred Total Failed	621.66 0.00 2.86 0.00
Parent Org. ID: Number	Invoiced Amt.           2.86           27.13	<b>GDP Comple</b> 9 P number: ANY Payment Date Deferred 12/30/2014	<b>EFTID</b> CG14015_2P1_7 CG14011_0H3_9	Invoiced Rep	Total Period: 201401           Payment Informa           Total Invoiced           Total Pending           Total Deferred           Total Failed           Total Successful	ttion 621.66 0.00 2.86 0.00 27.13

7) Review the invoice line items in the **Completed Payments Transaction** region and locate an invoice line item with the <u>Payment Date</u> populated with a date payment processing completed.

In the following example, the invoice line item of \$27.13 displays with the completed <u>Payment</u> <u>Date</u> of 12/30/2014 in the **Completed Payments Transaction** region.

METTO GBA:				COMPARENCE AND A MIDICAL PARAMETERS			Contact Us   My Profile   ]	Logout   <u>Help</u>
Home	Payments	Completed	Receipts	Reports			2	
~ 7		CODD	~ -					
Parent Org ID	HO O Contract:	CGDP (	Complet	ed Payments	S Invoiced	Repor	ting Period: 201401	*i
Sponsor P Parent Org. ID	ertal : H0_0 Contract:	CGDP ( H3_9 V P nu	mber: ANY V	ed Payments	S Invoiced	Repor	ting Period: 201401 Payment Informa Total Invoiced	tion 621.66
Sponsor P Parent Org. ID	ortal	CGDP ( H3_9 ∨ P nu	mber: ANY V	ed Payments	S Invoiced	Repor	ting Period: 201401 Payment Informa Total Invoiced Total Pending	621.66
Parent Org. ID Number	Ortal H00 Contract: Invoiced An	H3_9 P nu nt. Payr	ment Date	ed Payments	S Invoiced	Repor	ting Period: 201401 Payment Informa Total Invoiced Total Pending Total Deferred	tion 621.66 0.00 2.86
Parent Org. ID Number 1_2	Ortal H00 Contract: Invoiced An 2.86	H3_9 P nu nt. Payn Def	ment Date	EFTID CG14015_2P1_7	S Invoiced		ting Period: 201401 Payment Informa Total Invoiced Total Pending Total Deferred Total Failed	ttion 621.66 0.00 2.86 0.00
Parent Org. ID Number 1_2 1_0	ortal : H00 Contract: [ Invoiced An 2.86 27.13	H3_9 V P nu nt. Payı Def	ment Date	ed Payments	S Invoiced		ting Period: 201401 Payment Informa Total Invoiced Total Pending Total Deferred Total Failed Total Successful	ttion 621.66 0.00 2.86 0.00 27.13

You have now completed reviewing completed invoice line items.

	1 Home	Payments	Completed	Receipts	Reports				-	
	Sponsor P	ortal C	GDP Rec	eipt Sta	tus	Invoiced Reportin	g Period:	20140		
	Contract Number	er: H3_9 V Parent	Org. ID: H00	P Numb	er: ANY 💙		0	٩	Payment Informa	tion
)							_		Total Owed	787.55
ł	P Number	Invoiced Amt.	Payment Date	EFTID		Status			Total Deferred	2.8
ł	P10	613.10	12/30/2014	CG14011	0H3_9	Received			Total Received	613.1
k	P16	171.59		CG14011_0	6H3_9	Outstanding			Total Pending	0.0
ŀ	P1_2	2.86	12/30/2014	CG14011	2H3_9	Deferred			Total Outstanding	171.5
								6	Received - Payment is a Pending - Payment has Outstanding - No paym Deferred - Invoice amou	n your accou been initiate ent activity unt falls belo

## **CGDP Portal Receipt Status Tab**

The **Receipt Status** tab allows the user to review invoice line item information for updated invoiced line items by Manufacturer P Number.

The **Receipt Status** tab has the following six regions:

- 1. **Receipt Status Tabbed region**: displays the tabbed page that is currently active.
- 2. **Receipt Status Invoiced Reporting Period region**: displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter** region.
- 3. **Receipt Status Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
- 4. **Receipt Status Payment Information region**: displays the numerical totals of all invoice line items and statuses that each invoice line item may qualify as at a specific point in time. Invoice line item statuses reclassify as they process through the system.
- 5. Receipt Status Filter Results region: displays results based on data entered into the Receipt Status Filter region.
- 6. **Receipt Status definitions**: provides definitions of the statuses displayed in the **Receipt Status Filter Results region**.

The following pages will describe, in detail, each region and the functions associated with each.

### **Tabbed Region – Receipt Status**

1 Home Payments Completed Receipts Reports	orts
--	------

The **Tabbed** region provides the user with the ability to select different activities to perform while accessing the system. In this example, the **Receipts** tab is active.

### **Receipt Status Invoiced Reporting Period Region**

(2) Invoiced Reporting Period: 20]	404
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This section of the **Receipt Status** page displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Home Filter** region. In this example, the invoice line items for the 4<sup>th</sup> quarter of calendar year 2014 will appear in the **Receipt Status Filter Results** region of the **Receipt Status** tab.

#### **<u>Receipt Status Filter Region</u>**



The **Receipt Status Filter** region contains three fields to assist a user with narrowing invoice line item search criteria.

- A. <u>Contract Number</u>: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with invoice line items due within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period. **Note**: this field will only allow update to Contract Numbers that have invoice line items for the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period
- B. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.
- C. <u>P Number</u>: displays the <u>P Number</u> for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another <u>P Number</u> from those assigned to the Parent Organization ID.

$\odot$		Payment Information	tion
4	Α	Total Owed	784.69
	В	Total Received	613.10
	С	Total Deferred	0.00
	D	Total Pending	0.00
	Ε	Total Outstanding	171.59

### **Receipt Status Payment Information Region**

The **Receipt Status Payment Information** region provides a summary view of activities that occur on the **Receipts** page. This region contains four fields provide up-to-date data regarding invoice line item activity.

- A. <u>Total Owed</u>: displays total dollar amount of invoice line items due from Manufacturers.
- B. <u>Total Received</u>: displays the total dollar amount of invoice line items received from Manufacturers.
- C. <u>Total Deferred</u>: displays the total dollar amount of deferred invoice line items less than the system-default allowable amount not received from Manufacturers.
- D. <u>Total Pending</u>: displays total dollar amount of payments initiated but not yet finalized
- E. <u>Total Outstanding</u>: displays the total dollar amount of remaining invoice line items requiring payment from Manufacturers.

5	A P Number	<sup>B</sup> Invoiced Amt.	C Payment Date	D EFTID	E Status
	P10	613.10	12/30/2014	CG140110H39	Received
	P16	171.59		CG140116H39	Outstanding
	P12	2.86	12/30/2014	CG14011_2H3_9	Deferred

The Receipt Status Filter Results region contains five fields that provide lists of invoice line items that are waiting for payment from a Manufacturer.

- A. <u>P Number</u>: displays the Manufacturer P Number.
- B. Invoiced Amt.: displays the invoice line item amounts due from the Manufacturer.
- C. <u>Payment Date</u>: displays the date the invoice line items processed.
- D. <u>EFT ID</u>: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; four-digit P Number and five-digit Sponsor number for invoice line items displaying the status of Received.
  - Example: CG14011\_0H0\_0
- E. <u>Status</u>: displays the status of invoice line items listed in the **Receipt Status Filter Results** region.

### **Receipt Status Definition Region**

(6)

Received - Payment is in your account Pending - Payment has been initiated Outstanding - No payment activity Deferred - Invoice amount falls below minimum

The Receipt Status Definitions region provides explanations of each of the statuses that may display in the Receipt Status Filter Results region.

## **CGDP Portal DPP Work Instructions – Receipt Status**

### **Utilizing the Receipt Status Tab**

Sponsors are able to utilize the CGDP DPP system to view the status of invoice line items that are due for receipt. The **Receipt Status** tab provides Sponsors with the capability to view the status invoice payments due from Manufacturers.

This work instruction provides direction on accessing the **Receipt Status** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA		CENTERS FOR MEDICARE & MEDICARD SERVICES
Covera	ge Gap Discount P	rogram
	User Id: Password: Login	

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the <u>Contract Number</u> field.

LEMENTO GBA,					Contact Us   My Profile   Logout   Help
Home			ipts Reports		<b>a</b>
Sponsor Port	al C	overage Ga	p Discoun	t Program	
Parent Org. ID:	Contract Num	ber Reporting Peri 2014 01 V	od: Status: ANY	⊻ 📀	Welcome to Coverage Gap Discount Portal where yo can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Parent Org. ID	Contract Number	Reporting Period	Status	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39	201401	Available	0	
H00	H59	201401	Available	0	
H00	H52	201401	Available	0	
H00	H50	201401	Available	0	Available - Invoice is ready for payment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful
H00	H71	201401	Available	0	payment attempt
H00	H76	201401	Pending	0	Pending - All line items have been initiated
H00	H8_3	201401	Available	0	successfully
H00	H97	201401	Available	0	Successful - All line items have been paid
H0 0	S07	201401	Pending	0	successfully
1100			Dendine	0	
H00	S59	201401	Pending	0	

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

3) Populate the <u>Select</u> radio button for the reporting period then select the **Receipt Status** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

NAN GROUP COMPANY			CENTRES FOR MEDICARE A	A MEDICARD SERVICES	
Home	Payments C	Completed Rece	ipts Reports	S	2
ponsor Por	rtal C	overage Ga	p Discount	t Program	
Parent Org. ID: H0_0 ∨	Contract Num	ber Reporting Per 2014 01 V	iod: Status: ANY		Welcome to Coverage Gap Discount Portal where can initiate a payment, check the status of payment and receipt of payments as well as view your repor
Decent Ore, II	D. Contract Number	D. C. D. M.			For payment functions, start by selecting a line iter
Patent Org. II		Reporting Period	Status	Select	from the list to the left of this message.
H0	0 H3_9	201401	<u>Status</u> Available	Select	from the list to the left of this message.
H0	0 H3_9 .0 H5_9	201401 201401	Available Available	<u>Select</u>	from the list to the left of this message.
H0	0 H3_9 0 H5_9 0 H5_2	201401 201401 201401 201401	<u>Status</u> Available Available Available		from the list to the left of this message.
H0 H0 H0 H0	0 H3_9 0 H5_9 0 H5_2 0 H5_0	201401 201401 201401 201401 201401	Status Available Available Available Available	<u>Select</u>	from the list to the left of this message.
H0H0 H0 H0 H0 H0	O         H3_9           0         H5_9           0         H5_2           0         H5_0           0         H7_9	201401 201401 201401 201401 201401 201401	Status Available Available Available Available Available		from the list to the left of this message.           Available - Invoice is ready for payment initiation           Failed - One or more items has an unsuccessful
H0	Contract (MinOc)           0         H3_9           0         H5_9           0         H5_2           0         H5_0           0         H5_0           0         H7_9           0         H7_1	201401 201401 201401 201401 201401 201401 201401	<u>Status</u> Available Available Available Available Available Available		from the list to the left of this message.  Available - Invoice is ready for payment initiation Failed - One or more items has an unsuccessful payment attempt
H0H0 H0 H0 H0 H0 H0 H0	Contract (value)           0         H3_9           0         H5_9           0         H5_0           0         H5_0           0         H5_0           0         H7_9           0         H7_9           0         H7_1           0         H7_6	Reporting Period           201401           201401           201401           201401           201401           201401           201401           201401	Status Available Available Available Available Available Pending		Available - Invoice is ready for payment initiation Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been pai Pending - All lime items have been initiated
H0H0 H0 H0 H0 H0 H0 H0 H0	Contract (value)           0         H3_9           0         H5_9           0         H5_2           0         H5_0           0         H5_1           0         H7_9           0         H7_9           0         H7_9           0         H7_1           0         H7_6           0         H8_3	Reporting Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status       Available       Available       Available       Available       Available       Pending       Available	Select	Available - Invoice is ready for payment initiation Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been pai Pending - All line items have been initiated successfully
Patent Of g. 11 H0	Contract (Marcel)           0         H3_9           0         H5_9           0         H5_2           0         H5_0           0         H7_9           0         H7_1           0         H7_4           0         H7_4           0         H7_4           0         H7_6           0         H7_6           0         H8_3           0         H9_7	Reporting Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status       Available       Available       Available       Available       Available       Pending       Available       Available	Select	Available - Invoice is ready for payment initiation Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been pai Pending - All line items have been initiated successfully Successful - All line items have been paid
Parent Org. 11 H0	Contract (Marcel)           0         H3_9           0         H5_9           0         H5_2           0         H5_0           0         H7_9           0         H7_9           0         H7_0           0         H7_1           0         H8_3           0         H9_7           0         S0_7	Reporting Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status       Available       Available       Available       Available       Available       Pending       Available       Available       Pending       Available       Pending       Available	Select	Available - Invoice is ready for payment initiation Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been pai Pending - All line items have been initiated successfully Successful - All line items have been paid successfully
Patent Ofg. 11 H0	Contract (Marcel)           0         H3_9           0         H5_9           0         H5_2           0         H5_0           0         H7_9           0         H7_1           0         H7_6           0         H7_6           0         H7_6           0         H8_3           0         H9_7           0         S0_7           0         S5_9	Reporting Period           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401           201401	Status       Available       Available       Available       Available       Available       Pending       Available       Pending       Pending	Select	Available - Invoice is ready for payment initiation Failed - One or more items has an unsuccessful payment attempt Incomplete - One or more items have not been pai Pending - All line items have been initiated successfully Successful - All line items have been paid successfully

4) On the **Receipt Status** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Receipt Status Filter** region.

In the following example, H3 9 populates the Contract Number field of	drop down list.
---	-----------------

LMETTO GBA.	Provide and	Committed .		2		Tree P
Sponsor l	Portal C	GDP Rec	eipt Status	Invoiced Reporting Period: 2	01401	
Contract Num	ber: H3_9 V Parent	Org. ID: H00	P Number: ANY	•	Payment Inform	ntion
					Total Owed	787.55
P Number	Invoiced Amt.	Payment Date	EFTID	Status	Total Received	613.1
P10	613.10	12/30/2014	CG140110H39	Received	Total Deferred	2.8
216	171.59		CG140116H39	Outstanding	Total Pending	0.0
22	2.86	12/30/2014	CG140112H39	Deferred	Total Outstanding	171.5
					Received - Payment is Pending - Payment has Outstanding - No paym	in your accou been initiated ent activity

5) On the **Receipt Status** tab, review the **Payment Information** region for deferred, received, and outstanding invoice line items.

In the following example, the <u>Total Deferred</u> field contains a total of \$2.86; the <u>Total Received</u> field contains a total of \$613.10; <u>Total Pending</u> field contains \$0.00 and the <u>Total Outstanding</u> field contains at a total of \$171.59.

Home	Payments	Completed	Receipts Reports		<u>م</u>	
Sponsor I	Portal C	CGDP Rec	eipt Status P Number: ANY V	Invoiced Reporting Period: 2	01401 Payment Inform	ation
		P	PPPID.		Total Owed	787.55
r Number	Invoiced Amt.	Payment Date	LFIID	Status	Total Received	013.10
P10	613.10	12/30/2014	CG140110H39	Received	Total Description	2.00
21_6	171.59		CG140116H39	Outstanding	Total Pending	0.0
1_2	2.86	12/30/2014	CG14011_2H3_9	Deferred	Total Outstanding	171.59
					Received - Payment is Pending - Payment has	in your accou been initiate

6) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the <u>Status</u> populated with Deferred.

Home	Payments	Completed	Receipts Reports		â
Sponsor l	Portal C	GDP Rec	eipt Status	Invoiced Reporting Peri	iod: 201401
Contract Num	iber: H3_9 V Parent	Org. ID: H00	P Number: ANY V	<b></b>	Payment Information
					Total Owed 787.5
P Number	Invoiced Amt.	Payment Date	EFTID	Status	Total Received 613.1
P10	613.10	12/30/2014	CG14011_0H3_9	Received	Total Deferred 2.8
P16	171.59		CG140116H39	Outstanding	Total Pending 0.0
P12	2.86	12/30/2014	CG140112H39	Deferred	Total Outstanding 171.5
					Received - Payment is in your acco

In the following example, the invoice line item of \$2.86 displays the <u>Status</u> of Deferred.

7) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the <u>Status</u> populated with Received.

In the following example, the invoice line item of \$613.10 displays the <u>Status</u> of Received.

Home	Payments	Completed	Receipts Reports		
Sponsor I Contract Num	Portal C	GDP Rec	eipt Status	Invoiced Reporting	Period: 201401           Payment Information           Total Owed         787.55
Number	Invoiced Amt.	Payment Date	EFTID	Status	Total Received 613.10 Total Deferred 2.86
P10	613.10	12/30/2014	CG14011_0H3_9	Received	Total Pending 0.00
1_6	171.59		CG140116H39	Outstanding	Total Outstanding 171 59
1_2	2.86	12/30/2014	CG14011_2H3_9	Deferred	10th Outstanding 171.59
					Received - Payment is in your acco Pending - Payment has been initiat Outstanding - No payment activity Deferred - Invoice amount falls bel minimum

8) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the <u>Status</u> populated with Pending.

In the following	example, the	invoice lin	e item of	\$0.00 disp	lavs the Status	of Pending.
	· · · · · · · · ·					

Home	Payments	Completed	Receipts Reports		<b>a</b>
Sponsor I	Portal C	CGDP Rec	eipt Status	Invoiced Reporting Per	riod: 201401 Payment Information
• Number	Invoiced Amt.	Payment Date	EFTID	Status	Total Owed 787.55 Total Received 613.10 Total Deferred 2.86
1_0	613.10	12/30/2014	CG14011_0H3_9	Received	Total Pending 0.0
1_6	171.59		CG140116H39	Outstanding	Total Outstanding 171.55
1_2	2.86	12/30/2014	CG140112H39	Deferred	
					Received - Payment is in your acco Pending - Payment has been initiate

9) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the <u>Status</u> populated with Outstanding.

In the following example, the invoice line item of \$171.59 displays the <u>Status</u> of Outstanding.

METTO GBA.			(CMS	5	Contact Us   My Profile   Logout   Hel	2
Home	Payments	Completed	Receipts Reports		÷	
Sponsor I	Portal C	GDP Rec	eipt Status	Invoiced Reportin	ng Period: 201401	
Contract Num	ber: H3_9 V Parent	Org. ID: H0_0	P Number: ANY		Payment Information     Tatel Oracl	107 55
P Number	Invoiced Amt.	Payment Date	EFTID	Status	Total Received	513.10
P10	613.10	12/30/2014	CG140110H39	Received	Total Dending	0.00
P16	171.59		CG140116H39	Outstanding	TelOpter	71.50
21_2	2.86	12/30/2014	CG14011_2H3_9	Deferred	Total Outstanding	1/1.29
					Received - Payment is in you Pending - Payment has been Outstanding - No payment a	ar ac initi tivi

You have now completed reviewing invoice line item receipts.

PA	LMETTO GBA.		(	MS		Contact Us   My Profil	t   Logout   Help
(	Home		Recepts	Reports		±	
3 4	Sponsor Port: Invoice O D Parent Org. ID: H0_	al CGDP ata O Dispute O Trai	Reports cking ○ Batch ○ Ma	anufacturer 1099	Information	Current Cutoff (     Reporting Period     Invoice Paid by     Invoice Distribution     Dispute Submission     Dispute Distribution	Calendar 201404 03/11/2015 01/31/2015 04/02/2015 06/01/2015
5	Parent Org ID	Contract Number	Reporting Period	Date Loaded	Download	Last Download	
	H00	H16	201404	12/19/2014	0	12/23/2014 @ 03:23 PM	
		H18	201404	12/19/2014	0	12/23/2014 @ 03:44 PM	
		H19	201404	12/19/2014	0		
		H2_3	201404	12/19/2014	0		
		H2_2	201404	12/19/2014	0		
		\$0_7	201404	12/19/2014	0		
		\$5_9	201404	12/19/2014	0		
U		\$58	201404	12/19/2014	0		

## **CGDP Portal Reports – Summary**

The Reports - Summary tab allows the user to review distributed invoice information.

The **Reports - Summary** tab has the following five regions:

- 1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
- 2. **Reports 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.
- 3. **Report Type Selection region**: provides a user with five types of reports to view.
  - Invoice
  - Data
  - Dispute
  - Tracking
  - Batch
  - Manufacturer 1099 Information

This section of the users guide will define the topic of Summary reports.

- 4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. 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.

The following pages will describe each region and the functions associated with Reports – Summary functionality.

### **Reports Tabbed Region**

1	Home	Payments	Completed	Receipts	Reports

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

### **Reports Current Cutoff Calendar Region**

(2)	Current Cutoff	Calendar	
-	Reporting Period	201404	
	Invoice Paid by	03/11/2015	
	Invoice Distribution	01/31/2015	
	Dispute Submission	04/02/2015	
	Dispute Distribution	06/01/2015	

The **Reports 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.

### **Reports Type Selection – Summary Region**

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

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

(3) ● Invoice ○ Data ○ Dispute ○ Tracking ○ Batch ○ Manufacturer 1099 Information

The population of the <u>Invoice</u> radio button allows the 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.

**Note**: Definition of the <u>Data</u>, <u>Dispute</u>, <u>Tracking</u>, <u>Batch</u> and <u>Manufacturer 1099 Information</u> report type selections provided later in the manual for each report type.

### **<u>Reports Filter – Summary Region</u>**



The **Reports Filter – Summary region** contains the following two fields to assist a user with narrowing distributed invoice search criteria.

- A. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract</u>: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

**Note**: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

5	A Parent Org ID	B Contract Number	<sup>C</sup> Reporting Period	D Date Loaded	E Download	<b>F</b> Last Download
	H00	H16	201404	12/19/2014	0	12/23/2014 @ 03:23 PM
		H18	201404	12/19/2014	0	12/23/2014 @ 03:44 PM
		H19	201404	12/19/2014	0	
		H23	201404	12/19/2014	0	
		H22	201404	12/19/2014	0	
		S07	201404	12/19/2014	0	
		S59	201404	12/19/2014	$^{\circ}$	
		S58	201404	12/19/2014	0	

### **Reports Filter Results – Summary Region**

The Reports Filter Results - Summary region displays information requested for invoice reports.

The Summary results region contains the following six fields used to review abbreviated information of distributed invoices and provides the user the ability to download the information for review.

- A. <u>Parent Org. ID</u>: defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. <u>Reporting Period</u>: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. <u>Date Loaded</u>: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. <u>Download</u>: displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. <u>Last Download</u>: displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

### **CGDP Portal DPP Work Instructions – Summary Reports**

#### **Accessing Summary Reports**

Sponsors are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The Reports – Summary tab allows Sponsors to view the summary invoice line items due from Manufacturers.

This work instruction provides direction on accessing the **Reports – Summary** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

PALMETTO GBA.					Contact Us   My Profile   Logout   Hel
Home			pts Report	S	<u>a</u>
Sponsor Port	al Co	overage Gaj	p Discount	t Progra	<u>m</u>
Parent Org. ID:	Contract Number	Reporting Period:	Status: ANY V	0	Welcome to Coverage Gap Discount Portal where ye can initiate a payment, check the status of payments and receipt of payments as well as view your reports
Parent Org. ID	Contract Number	Reporting Period	Status	Select	For payment functions, start by selecting a line item from the list to the left of this message.
S5_0	H0_4	201403	Available	^	
S5_0	H0 3	201403	Available	0	
S50	H06	201403	Available	0	Available - Invoice is ready for payment initiations
S50	H01	201403	Available	0	Failed - One or more items has an unsuccessful
\$50	H0_3	201403	Available	0	payment attempt
\$5 <u>0</u>	H09	201403	Available	0 🗸	Pending - All line items have been initiated
S50	H00	201403	Available	0	successfully
					Successful - All line items have been paid successfully

In the following example, the selected tab is the **Reports** tab.

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

In the following example, the highlighted <u>Invoice</u> radio button displays and ANY populates the <u>Contract Number</u> field drop down list.

Home       Payments       Compacted       Records       Reports         Sponsor Portal       CGDP Reports       Current Cutoff Calendar         Invoice       Data       Dispute       Tracking       Batch       Manufacturer 1099 Information         Parent Org. ID: S5_0 V       Contract Number       ANY V       Invoice       Dispute       Dispute       0203/20         Parent Org. ID: S5_0 V       Contract Number       Date       Loaded       Download       Last Download         S5_0       H0_4       201403       12/30/2014       Invoice       Invoice       Dispute       Dispute       04/04/20         M0_3       201403       12/30/2014       Invoice	METTO GBA.			C	MS		Contact Us   My Profil	e   Logout   He	lp
Sponsor Portal       CGDP Reports         Invoice       Data       Dispute       Tracking       Batch       Manufacturer 1099 Information       Reporting Period       201403         Parent Org. ID: S5_0 V       Contract Number ANY V       Invoice       Dispute       01/12/2/         Parent Org ID Contract Number Reporting Period       Date Loaded       Download       Last Download         S5_0       H0_4       201403       12/30/2014       0         H0_1       201403       12/30/2014       0         H0_6       201403       12/30/2014       0         H0_1       201403       12/30/2014       0         H0_3	Home			Recepts	Reports		2		
Invoice       Data       Dispute       Tracking       Batch       Manufacturer 1099 Information       Invoice Paid by       01/12/24         Parent Org. ID:       S5_0       Contract Number       ANY       Invoice       Dispute       02/03/24         Parent Org. ID       Contract Number       Parent       Output       Invoice       Dispute       02/03/24         Parent Org. ID       Contract Number       Reporting Period       Date Loaded       Download       Last Download       02/03/24         Parent Org. ID       H0_4       201403       12/30/2014       Output       04/04/26         H0_3       201403       12/30/2014       Output       Output       04/04/26         H0_6       201403       12/30/2014       Output       04/04/26         H0_1       201403       12/30/2014       Output       04/04/26         H0_3       201403       12/30/2014       Output       04/04/26         H0_1       201403       12/30/2014       O	Sponsor Porta	CG	DP Rep	orts			Current Cutoff	Calendar	-
Invoice         Data         Dispute         Tracking         Batch         Manufacturer 1099 Information         Invoice Pail by         01/12/3           Parent Org. ID: S50         Contract Number ANY         ✓						_	Reporting Period	201403	
Parent Org. ID: <u>S5_0</u> Contract Number: <u>ANY</u>	Invoice 🔿 Data	1 O Dispute O	Tracking O	Batch O Manuf	acturer 1099 Information	1	Invoice Paid by	01/12/2015	
Contract Number         Reporting Period         Date Loaded         Download         Dispute Submission         02/03/21           Parent Org ID Contract Number         Reporting Period         Date Loaded         Download         Last Download         Image: Contract Number         04/04/21           Parent Org ID Contract Number         H04         201403         12/30/2014         O         Image: Contract Number         Image: Contract Number <th>Parent Org ID: S5 0</th> <th>V Contract N</th> <th>amber ANV N</th> <th></th> <th></th> <th></th> <th>Invoice Distribution</th> <th>12/04/2014</th> <th></th>	Parent Org ID: S5 0	V Contract N	amber ANV N				Invoice Distribution	12/04/2014	
Dispute Distribution         04/04/21           Parent Org ID Contract Number Reporting Period         Date Loaded         Download         Last Download           \$5_0         H0_4         201403         12/30/2014         0           H0_1         201403         12/30/2014         0           H0_3         201403         12/30/2014         0           H0_6         201403         12/30/2014         0           H0_1         201403         12/30/2014         0           H0_3         201403         12/30/2014         0           H0_3         201403         12/30/2014         0           H0_3         201403         12/30/2014         0           H2_1         201403         12/30/2014         0	ratent org. 10. 0000	• Conduct IN	dinoer. Avr	1		•	Dispute Submission	02/03/2015	
Parent Org ID Contract Number         Reporting Period         Date Loaded         Download         Last Download           \$5_0         H0_4         201403         12/30/2014         O           H0_1         201403         12/30/2014         O           H0_3         201403         12/30/2014         O           H0_6         201403         12/30/2014         O           H0_1         201403         12/30/2014         O           H0_3         201403         12/30/2014         O           H0_1         201403         12/30/2014         O           H0_2         201403         12/30/2014         O							Dispute Distribution	04/04/2015	
S5_0         H0_4         201403         12/30/2014         O           H0_1         201403         12/30/2014         O           H0_3         201403         12/30/2014         O           H0_6         201403         12/30/2014         O           H0_1         201403         12/30/2014         O           H0_3         201403         12/30/2014         O           H0_3         201403         12/30/2014         O           H0_3         201403         12/30/2014         O           H2_1         201403         12/30/2014         O	Parent Org ID Cont	ract Number Rep	orting Period	Date Loaded	Download		Last Download		
H0_1 201403 12/30/2014 O H0_3 201403 12/30/2014 O H0_6 201403 12/30/2014 O H0_1 201403 12/30/2014 O H0_3 201403 12/30/2014 O H2_1 201403 12/30/2014 O	\$5_0	H04	201403	12/30/2014	0				
H0_3 201403 12/30/2014 O H0_6 201403 12/30/2014 O H0_1 201403 12/30/2014 O H0_3 201403 12/30/2014 O H2_1 201403 12/30/2014 O		H0_1	201403	12/30/2014	0				
H06 201403 12/30/2014 O H01 201403 12/30/2014 O H03 201403 12/30/2014 O H21 201403 12/30/2014 O		H03	201403	12/30/2014	0				
H0_1 201403 12/30/2014 O H0_3 201403 12/30/2014 O H2_1 201403 12/30/2014 O		H06	201403	12/30/2014	0				
H0_3 201403 12/30/2014 O H2_1 201403 12/30/2014 O		H01	201403	12/30/2014	0				
H2_1 201403 12/30/2014 O		H0_3	201403	12/30/2014	0				
		H21	201403	12/30/2014	0				

4) To view the summary invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Summary region**.

In the following example, the radio button corresponding to <u>Contract Number</u> H\_1 is populated.

ETTO GBA.			C	MS		Contact Us   My Profil	e   <u>Logout</u>   <u>He</u> l
Home			Recepts	Reports		2	
sponsor Porta	ı CG	DP Rep	orts			Current Cutoff	Calendar
1					_	Reporting Period	201403
Invoice 🔿 Data	a 🔿 Dispute 🔿	Tracking O	Batch O Manuf	facturer 1099 Information	n	Invoice Paid by	01/12/2015
						Invoice Distribution	12/04/2014
0 00 00 0	A				- 1		
arent Org. ID: S5_0	Contract N	umber: ANY V	·]			Dispute Submission	02/03/2015
arent Org. ID: <u>\$5</u> _0	○ ✓ Contract N	umber: ANY V	1		0	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u>	Contract N	orting Period	Date Loaded	Download	<u> </u>	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u> Parent Org ID Cont \$5_0	tract Number Rep H0_4	orting Period 201403	Date Loaded 12/30/2014	Download	•	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u> Parent Org ID Cont \$5_0	tract Number Rep H0_4 H0_1	orting Period 201403 201403	Date Loaded 12/30/2014 12/30/2014	Download 	•	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u> Parent Org ID Cont \$5_0	tract Number Rep H0_4 H0_1 H0_3	orting Period 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download O O	•	Dispute Submission Dispute Distribution Last Download	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u> Parent Org ID Cont \$5_0	Contract N tract Number Rep H0_4 H0_1 H0_3 H0_6	umber: ANY orting Period 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download	•	Dispute Submission Dispute Distribution Last Download	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u> Parent Org ID Cont \$5_0	Contract N           tract Number Rep           H0_4           H0_1           H0_3           H0_6           H0_1	umber: ANY 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download	•	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: <u>\$5_0</u> Parent Org ID Cont \$5_0	Contract N           tract Number Rep           H0_4           H0_1           H0_6           H0_1           H0_3	umber: ANY orting Period 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download	•	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015

- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save <b>S50_H01_201403.txt</b> from <b>1</b> #. <b>1</b> #. <b>1</b> ###?	Open	Save 🔻	Cancel	×

6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, an excerpt of a text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad	
File Edit Format View Help	
TPACH20140300000162014111715270510csmH0##1	
TPAMH2014030000012014111715270510C5MP1##1	
PTOT 2013070000001P1##1H0##1000000003218{000000001402E000000001815N	
PTOT 201403000002P1##1H0##10000000000000000000281638{0000000281638{	
TPAMT20140300000012014111715270510c5MP1##10000002000000003218{0000000283040E0000000279822EcG14031##1H0##1	+

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

8) The **Reports Filter Results – Summary region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the <u>Last</u> <u>Download</u> field.

In the following example, the date of 20150102 and the time of 01:16 populate the <u>Last</u> <u>Download</u> field.

AETTO GBA.			C	MS		Contact Us   My Profile	Logout   Help
Home			Recepts	ports		Ē	
Sponsor Portal Invoice O Data Parent Org. ID: [85_0	Dispute O	Tracking O	orts Batch ○ Manufa	acturer 1099 Information	•	Current Cutoff C Reporting Period Invoice Paid by Invoice Distribution Dispute Submission Dispute Distribution	Calendar 201403 01/12/2014 12/04/2014 02/03/2015 04/04/2015
Parent Org ID Cont	ract Number Rep	orting Period	Date Loaded	Download		Last Download	
Parent Org ID Cont S5_0	ract Number Rep H0_4	orting Period 201403	Date Loaded 12/30/2014	Download O		Last Download	
Parent Org ID Cont \$5_0	ract Number Rep H0_4 H0_1	201403 201403	Date Loaded 12/30/2014 12/30/2014	Download O		Last Download	
Parent Org ID Cont S5_0	H0_4 H0_1 H0_3	orting Period 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download O O		Last Download	
Parent Org ID Cont S50	H0_4 H0_1 H0_3 H0_6	201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download O O O O O		Last Download	
Parent Org ID Cont \$5_0	ract Number Rep H0_4 H0_1 H0_3 H0_6 H0_1	orting Period 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download		Last Download	
Parent Org ID Cont \$5_0	ract Number Rep H0_4 H0_1 H0_3 H0_6 H0_1 H0_3	orting Period 201403 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download		Last Download	

You have now completed accessing invoice line item summary reports.

	Home	Payments	Completed	Receipts	Reports		-	
Spo O Invo	nsor Po	ortal ta O Dispute O		Reports	rer 1099 Information	2	Current Cutoff Reporting Period Invoice Paid by	Calendar 201404 03/11/2015 01/31/2015
Paret	at Org. ID	H3359 🗸	Contract ID: ANY	~		0	Dispute Submission Dispute Distribution	04/02/2015 06/01/2015

The **Reports** – **Data** tab provides the user with the ability to review distributed invoice information.

The **Reports** – **Data** tab has the following five regions:

- 1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
- 2. **Reports Current Cutoff Calendar region**: provides user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- 3. Report Type Selection region: provides a user with four types of reports to view.
  - Invoice
  - Data
  - Dispute
  - Tracking
  - Batch
  - Manufacturer 1099 Information

This section of the users guide will define the topic of Data reports.

- 4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. 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.

The following pages will describe each region and the functions associated with Data Reports functionality.

### **Reports Tabbed Region**

1	Home	Payments	Completed	Receipts	Reports

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

### **Reports Cutoff Calendar Region**

(2)	Current Cutoff	Calendar
~	Reporting Period	201404
	Invoice Paid by	03/11/2015
	Invoice Distribution	01/31/2015
	Dispute Submission	04/02/2015
	Dispute Distribution	06/01/2015

The **Reports 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.

#### <u>Reports Type Selection – Data Region</u>

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

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

301	Invoice 🖲	Data O	Dispute O	Tracking O	Batch O	Manufacturer	1099 Information
-----	-----------	--------	-----------	------------	---------	--------------	------------------

The population of the <u>Data</u> radio button allows the user to select and view distributed invoice line reports. The report provides detail information of distributed invoices and provides the ability to download the detail information for review.

**Note**: Definition of the <u>Dispute</u>, <u>Tracking</u>, <u>Batch</u> and <u>Manufacturer 1099 Information</u> report type selections provided for later in the manual for each report type.

### <u> Reports Filter – Data Region</u>

4	A Parent Org. ID: H00 V	B Contract: ANY	

The **Reports Filter – Data region** contains #### fields to assist a user with narrowing distributed invoice search criteria.

- A. <u>Parent Org. ID</u> field: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract</u> field: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

**Note**: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

### <u>Reports Filter Results – Data Region</u>



The **Reports Filter Results - Data region** displays detail information requested for invoice reports. The **Reports Filter Results - Data region** contains the following six fields used to review summary information of distributed invoices and provides the user the ability to download the detail information for review.

- A. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. <u>Reporting Period</u>: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. <u>Date Loaded</u>: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. <u>Download File</u>: displays radio button to allow downloading of distributed invoice summary information loaded to the system.
- F. <u>Last Report Download Date</u>: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM.
- G. <u>Download Spreadsheet</u>: displays radio button to have file downloaded in spreadsheet form
- H. Last Spreadsheet Download Date: displays date in which the last spreadsheet was downloaded

CGDP Portal DPP Work Instructions - Data Reports

### **Accessing Data Reports**

Sponsors are able to utilize the CGDP DPP system to review detail data reports for distributed invoice line items. The **Reports – Data** tab allows Sponsors to view detailed distributed invoice line item data for clarification.

This work instruction provides direction on accessing the **Reports - Data** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

ALMETTO GBA,			CENTER FOR ARTICLASE & MED	S		Contact Us   My Profile   Logout   Help
Home				Repo	rts	۵
Sponsor Port	Contract Number	Reporting Period:	p Discount Status: ANY Y	Progr	am	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments
Parent Org. ID S50 S50	<u>Contract Number</u> H0_4 H0_1	Reporting Period 201403 201403	<u>Status</u> Available Available	Select	^	For payment functions, start by selecting a line item from the list to the left of this message.
\$50 \$50 \$50 \$50	H03 H06 H01 H03	201403 201403 201403 201403	Available Available Available Available	0		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful payment attempt
\$5_0 \$5_0	H09 H00	201403 201403	Available Available	0	~	Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successful - All line items have been paid successfully

In the following example, the selected tab is the **Reports** tab.

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

In the following example, the <u>Data</u> radio button is populated.

PALME	TTO GBA.				CMS		Contact Us   My Profil	e   Logout   Help   ]	Reporting
	Home	Payments	Completed	Receipts	Reports		2		
S	ponsor Po	a O Dispute O T	CGDP Re	Manufacturer	1099 Information		Current Cutoff C Reporting Period Invoice Paid by Invoice Distribution Dispute Submission	Calendar 201404 03/11/2015 01/31/2015 04/02/2015	
	arent Org. ID:	n3_9 ¥	Contract Number.	ANT		<b>U</b>	Dispute Distribution	06/01/2015	ļ

4) On the **Reports** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Reports Filter – Data region**.

ETTO GBA				(CMS	S.		Contact Us	<u>My Profil</u>	e   Logout   He
Home					Reports			2	
ponsor Port	al	CGDP I	Reports			ĺ	Curr	ent Cutoff	Calendar 201403
Invalian (a) D	the O Direct	uta O Travi	ting O Batch	Manufactu	rer 1099 Informativ	<u> </u>	Invoice Pa	id bar	01/12/2014
invoice U D	ata 🔾 Dispi	ute 🔾 Itaci	$rm \sim parce$		act 1922 muormany		ARE I CALL A IN	au oy	01/12/2014
invoice • D	ata 🔾 Dispi		ting U Baici		aer 1099 miorinatio		Invoice Di	istribution	12/04/2014
arent Org. ID: S5_	_0 ∨ Cont	ract Number: A			iei 1099 intormati		Invoice Di Dispute Su	istribution ibmission	12/04/2014 02/03/2015
arent Org. ID: S5_	_0 ∨ Cont	ract Number: A					Invoice Di Dispute Su Dispute Di	istribution abmission istribution	01/12/2014 12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S5_	L0 ✓ Cont Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Dow	Invoice Di Dispute Su Dispute Di nload dsheet	istribution ubmission istribution Last S Down	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S5_ Parent Org. ID S5_0	Contract Number H0_4	Reporting Period 201403	Date Loaded	Download File	Last Report Downloaded Date	Dow	Invoice Di Dispute Su Dispute Di nload adsheet	istribution ubmission istribution Last 8 Dowal	01/12/2014 12/04/2014 02/03/2015 04/04/2015 spreadsheet loaded Date
Parent Org. ID: S5_0	Contract Number H0_4 H0_1	Reporting Period 201403 201403	Date Loaded 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Dow	Invoice Di Dispute Su Dispute Di mload adsheet	istribution ubmission istribution Last S Downl	01/12/2014 12/04/2014 02/03/2015 04/04/2015 Spreadsheet loaded Date
Parent Org. ID: S5_0	Contract Number H0_4 H0_1 H0_3	Reporting 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Dow Sprea	Invoice Di Dispute Di Dispute Di nload adsheet	istribution ubmission istribution Last S Downl	01/12/2014 12/04/2014 02/03/2015 04/04/2015 ipreadsheet loaded Date
Parent Org. ID: S5_0	Contract Number H0_4 H0_1 H0_3 H0_6	Reporting Period 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Dow Sprea	Invoice Di Dispute Di Dispute Di mload adsheet	istribution istribution istribution Last S Downl	01/12/2014 12/04/2014 02/03/2015 04/04/2015 ipreadsheet loaded Date
Parent Org. ID: S5_0	Contract Number H0_4 H0_1 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Dow Sprea	Invoice Di Dispute Su Dispute Di nload adsheet	istribution ubmission istribution Last S Downl	01/12/2014 12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S5_0	Contract Number H0_4 H0_1 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Dow Sprea	Invoice Di Dispute Su Dispute Di nload adsheet	Last S Downl	01/12/2014 12/04/2014 02/03/2015 04/04/2015

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Data region**.

In the following example, the radio button corresponding to <u>Contract Number H\_1</u> is populated.

ETTO GBA.				(CMS	5	Co	ontact Us   My Pro	file   Logout   H
Home					Reports		á	-
Sponsor Port	tal ata O Disp	CGDP	Reports king O Batcl	h O Manufactu	urer 1099 Informati	ion Re	Current Cutol eporting Period woice Paid by	ff Calendar 201403 01/12/2014
Parent Org. ID: 85.	_0 🗸 Con	tract Number A	NY V				ispute Submission ispute Distribution	02/03/2015
Parent Org. ID: <u>S5.</u> Parent Org. ID	_0 V Con Contract Number	tract Number: A Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Downle Spreads	ispute Submission ispute Distribution and Last heet Dow	02/03/2014 02/03/2015 04/04/2015
Parent Org. ID: <u>S5.</u> Parent Org. ID S50	_0 ∨ Con Contract Number H0_4	Reporting Period 201403	Date Loaded	Download File	Last Report Downloaded Date	Downle Spreads	ispute Submission ispute Distribution oad Last heet Dow	12/04/2014 02/03/2015 04/04/2015 1 Spreadsheet mloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	Contract Number H0_4 H0_1	Reporting Period 201403 201403	Date Loaded 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downle Spreads	ispute Submission ispute Distribution and Last heet Dow	02/03/2014 02/03/2015 1 04/04/2015 t Spreadsheet nloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	Contract Number H0_4 H0_1 H0_3	Reporting Period 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downles Downles	ispute Submission ispute Distribution ad Last heet Dow	12/04/2014 02/03/2015 1 04/04/2015 1 Spreadsheet mloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	0 v Con Contract Number H04 H01 H03 H06	Reporting Period 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downld Spreads	ispute Submission ispute Distribution and Last heet Dow	t Spreadsheet mloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	_0 ♥ Con Contract Number H0_4 H0_1 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downle Spreads	ispute Submission ispute Distribution oad Last heet Dow	2003/2014 02/03/2015 04/04/2015 Spreadsheet mloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	_0 ♥ Con Contract Number H0_4 H0_1 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downle Spreads	ispute Submission ispute Distribution and Last heet Dow	2003/2014 02/03/2015 04/04/2015 Spreadsheet mloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	_0 ♥ Con Contract Number H0_4 H0_1 H0_3 H0_6 H0_1 H0_3 H0_3 H2_1	Reporting Period 201403 201403 201403 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downlesspreads	ispute Submission ispute Distribution and Last heet Dow	2003/2014 02/03/2015 04/04/2015 Spreadsheet mloaded Date
Parent Org. ID: <u>S5.</u> Parent Org. ID S5_0	_0 ▼ Con Contract Number H0_4 H0_3 H0_6 H0_1 H0_3 H0_6 H0_1 H0_3 H0_1	Reporting Period 201403 201403 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last Report Downloaded Date	Downle Spreads	ispute Submission ispute Distribution and Last heet Dow	1204/20 02/03/20 04/04/20 t Spreadsheet mloaded Date

Select one of the following decision buttons in the message that appears at the bottom of the screen:

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save <b>S50_H01_201403.txt</b> from <b>1#.1#.1##</b> #?	Open	Save	-	Cancel	×

6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad	1 ×
File Edit Format View Help	
TPACH20140300000162014111715270510cSMH0##1	
TPAMH20140300000012014111715270510C5MP1##1	
PTOT 2013070000001P1##1H0##1000000003218{00000001402E000000001815N	
PTOT 2014030000002P1##1H0##1000000000000000000281638{000000281638{	
TPAMT20140300000012014111715270510csMp1##10000002000000003218{000000283040E0000000279822ECG14031##1H0##1	-

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

8) The **Reports Filter Results** – **Data region** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Download</u> field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the <u>Last</u> <u>Download</u> field.

METTO GBA.				CMS	5	Contact U	s   <u>My Profile</u>   <u>Logout</u>   <u>He</u>
Home					Reports		<u>a</u>
Sponsor Por Invoice  D Parent Org. ID: S5	tal ata ○ Disp _0 ✓ Conv	CGDP	Reports king O Batel	h () Manufacti	arer 1099 Information	Curr Reporting Invoice P Invoice D Dispute S Dispute D	rent Cutoff Calendar           Period         201403           aid by         01/12/2014           istribution         12/04/2014           ubmission         02/03/2015           Distribution         04/04/2015
Parent Org. ID	Contract	Reporting	Date Loaded	Download File	Last Report	Download	Last Spreadsheet
	Number	Period			Downloaded Date	Spreadsheet	Downloaded Date
S5_0	H0_4	201403	12/30/2014	0	Downloaded Date	Spreadsheet	Downloaded Date
\$5_0	H0_4 H0_1	201403 201403	12/30/2014 12/30/2014	0	Downloaded Date 12/31/2014 @ 03:44 PM	Spreadsheet	Downloaded Date
\$5 <u>0</u>	H0_4 H0_1 H0_3	Period 201403 201403 201403	12/30/2014 12/30/2014 12/30/2014	0 0	Downloaded Date	Spreadsheet	Downloaded Date
S50	Number H0_4 H0_1 H0_3 H0_6	Period 201403 201403 201403 201403	12/30/2014 12/30/2014 12/30/2014 12/30/2014	0 0 0 0	Downloaded Date	Spreadsheet	Downloaded Date
\$5_0	Number H0_4 H0_1 H0_3 H0_6 H0_1	Period 201403 201403 201403 201403 201403 201403	12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	0 0 0 0	Downloaded Date	Spreadsheet	Downloaded Date
\$5_0	Number H0_4 H0_1 H0_3 H0_6 H0_1 H0_3	Period 201403 201403 201403 201403 201403 201403	12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	0 0 0 0 0	Downloaded Date	Spreadsheet	Downloaded Date
\$5_0	Number H0_4 H0_1 H0_3 H0_6 H0_1 H0_3 H2_1	Period 201403 201403 201403 201403 201403 201403 201403	12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014		Downloaded Date	Spreadsheet	Downloaded Date
\$5_0	Number H0_4 H0_1 H0_3 H0_6 H0_1 H0_3 H2_1	Period 201403 201403 201403 201403 201403 201403 201403	12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014		Downloaded Date	Spreadsheet	Downloaded Date

You have now completed accessing invoice line item data reports.
ALMET	TO GBA.			(CM	IS	9	Contact Us   My Profil	le   Logout   Help
1	Home Paymon			Repor	ts		<u></u>	
Sp	onsor Portal Invoice O Data O	CGD	P Reports	s h ○ Manufactu	irer 1099 Information	2	Current Cutoff Reporting Period Invoice Paid by Invoice Distribution	Calendar 201403 01/12/2015 12/04/2014
		Consider Frank	ANT Y				Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
5	Parent Org ID	Contract	Reporting ID	Date Loaded	Download File		Dispute Submission Dispute Distribution Last Downloaded I	02/03/2015 04/04/2015 Date
5	Parent Org ID \$5_0	Contract Number H0_4	Reporting ID 201403	Date Loaded 12/30/2014	Download File		Dispute Submission Dispute Distribution Last Downloaded I	02/03/2015 04/04/2015 Date
5	Parent Org ID \$5_0	Contract Number H0_4 H0_3	Reporting ID 201403 201403	Date Loaded 12/30/2014 12/30/2014	Download File		Dispute Submission Dispute Distribution Last Downloaded I	02/03/2015 04/04/2015 Date
0	Parent Org ID S5_0	Contract Number H0_4 H0_3 H0_6	Reporting ID 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File		Dispute Submission Dispute Distribution Last Downloaded I	02/03/2015 04/04/2015 Date
	Parent Org ID \$5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting ID 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File		Dispute Submission Dispute Distribution Last Downloaded I	02/03/2015 04/04/2015 Date
	Parent Org ID \$5_0	Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting ID 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File		Dispute Submission Dispute Distribution Last Downloaded I	02/03/2015 04/04/2015 Date

# **CGDP Portal Reports – Tracking**

The **Reports** – **Tracking** tab provides the user with the ability to review distributed invoice information.

The **Reports** – **Tracking** tab has five regions:

- 1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
- 2. **Reports 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.
- 3. **Report Type Selection region**: provides a user with five types of reports to view.
  - Invoice
  - Data
  - Dispute
  - Tracking
  - Batch
  - Manufacturer 1099 Information

This section of the users guide will define the topic of Tracking reports.

- 4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. 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.

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

## **Reports Tabbed Region**

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

#### **Reports Cutoff Calendar Region**

(2)	Current Cutoff	Calendar
~	Reporting Period	201404
	Invoice Paid by	03/11/2015
	Invoice Distribution	01/31/2015
	Dispute Submission	04/02/2015
	Dispute Distribution	06/01/2015

The **Reports 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.

#### **Reports Type Selection – Tracking Region**

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

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

③ ○ Invoice ○ Data ○ Dispute ● Tracking ○ Batch ○ Manufacturer 1099 Information

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

**Note:** Definition of the <u>Dispute</u>, <u>Batch</u> and <u>Manufacturer 1099 Information</u> report type selections provided for later in the manual for each report type.

#### **<u>Reports Filter – Tracking Region</u>**

4	A Parent Org. ID: H0_0 V	B Contract: ANY V	0
---	--------------------------	-------------------	---

The **Reports Filter – Tracking** region contains the following two fields to assist a user with narrowing distributed invoice search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract</u>: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

**Note**: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

#### **<u>Reports Filter Results – Tracking Region</u>**



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

The **Report Filter Results** – **Tracking region** contains the following six fields 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.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. <u>Reporting ID</u>: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. <u>Date Loaded</u>: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. <u>Download File</u>: displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. <u>Last Download Date</u>: displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

# **CGDP Portal DPP Work Instructions – Tracking Reports**

#### Accessing Tracking Reports

Sponsors are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The **Reports – Tracking** tab provides Sponsors with the capability to view the summary invoice line items due from Manufacturers.

This work instruction provides direction on accessing the **Reports – Tracking** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

						Contact Us   My Profile   Logout   Help
Home			ots Reports	5		2
Sponsor Port Parent Org. ID:	al Contract Number	overage Ga Reporting Period:	Discount	Progra	m	Welcome to Coverage Gap Discount Portal where you
S5_0 V	ANY V	ANY V	ANY 🗸			can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Parent Org. ID	Contract Number	Reporting Period	Status	Select		For payment functions, start by selecting a line item from the list to the left of this message.
S50	H04	201403	Available	0,		
\$5 <u>0</u>	H01	201403	Available	0		
\$5 <u>0</u>	H03	201403	Available	0		
\$5 <u>0</u>	H06	201403	Available	0		Available - Invoice is ready for payment initiations
\$50	H01	201403	Available	0		Failed - One or more items has an unsuccessful
\$50	H0_3	201403	Available	0		payment attempt
S50	H09	201403	Available	0 🗸		Pending - All line items have been initiated
\$50	H00	201403	Available	0		successfully
						Successful - All line items have been paid successfully

In the following example, the selected tab is the **Reports** tab.

 On the Reports tab, populate the radio button for <u>Tracking</u> in the Reports Type Selection region and select the applicable <u>Contract Number</u> from the drop down list located in the Reports Filter – Tracking region.

In the following example, the highlighted <u>Tracking</u> radio button displays and ANY populates the <u>Contract Number</u> field drop down list.

TTO GBA.			(CI	MS	Cont	act Us   <u>My Profil</u>	e   Logout
Home			R	eports		2	
oonsor Portal	CG	DP Repor	rts			Current Cutoff	Calendar
	0.01				Repo	orting Period	201403
Invoice O Data	a O Dispute	Tracking O	Batch O Mar	nufacturer 1099 Inform	ation Invoi	ice Paid by	01/12/20
Der ID fer a	6				Invoi	ice Distribution	12/04/20
arent Org. ID: S5_0	Contract N	umber: ANY 🗸			Invo     Disp	ice Distribution ute Submission	12/04/20 02/03/20
arent Org. ID: S5.0	✓ Contract N	umber: ANY V			Disp Disp	ice Distribution ute Submission ute Distribution	12/04/20 02/03/20 04/04/20
Parent Org. ID: S5_0 Parent Org ID	Contract N Contract Number	Reporting ID	Date Loaded	Download File	Last D	ice Distribution ute Submission ute Distribution ownloaded Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: [55_0] Parent Org ID S5_0	Contract N Contract Number H0_4	Reporting ID	Date Loaded 12/30/2014	Download File	Last D	ice Distribution ute Submission ute Distribution ownloaded Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: [55_0] Parent Org ID S5_0	Contract N Contract Number H0_4 H0_3	Reporting ID 201403 201403	Date Loaded 12/30/2014 12/30/2014	Download File	Last D	ce Distribution ute Submission ute Distribution ownloaded Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: \$5_0 Parent Org ID \$5_0	Contract N Contract Number H0_4 H0_3 H0_6	Reporting ID 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Last D	ce Distribution ute Submission ute Distribution ownloaded Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: \$5_0 Parent Org ID \$5_0	Contract N Contract Number H0_4 H0_3 H0_6 H0_1	Reporting ID 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last D	ce Distribution ute Submission ute Distribution ownloaded Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: S5_0 Parent Org ID S5_0	Contract N Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting ID 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Last D	ce Distribution ute Submission ute Distribution	12/04/20 02/03/20 04/04/20

4) To view the cumulative benefit year reports, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Tracking** region.

In the following example, the radio l	button corresponding to Contract Number H	_1 is populated.
---------------------------------------	---	------------------

METTO GBA.			Ć	MS		Contact Us   My Profil	e   Logout   He
Home			Recepts	Reports		<u></u>	
Sponsor Porta		DP Ren	orts			Current Cutoff	Calendar
sponsor r orta		рі кер	0113			Reporting Period	201403
Invoice O Dat	a 🔿 Dispute 🖲	Tracking	○ Batch ○ Ma	anufacturer 1099 Inform	nation	Invoice Paid by	01/12/2015
						1 1 10 1 1 1	12/04/2014
						Invosce Distribution	12/04/2014
Parent Org. ID: S5_0	✓ Contract N	umber: ANY 🗸			0	Dispute Submission	02/03/2014
Parent Org. ID: S5_0	Contract N	umber: ANY 🗸			0	Invoice Distribution Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: S5_0 Parent Org ID Cont	Contract N	orting Period	Date Loaded	Download File	<b>Q</b>	Invosce Distribution Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: S5_0 Parent Org ID Cont S5_0	Contract N ract Number Rep H0_4	orting Period 201403	Date Loaded 12/30/2014	Download File	L	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: 85_0 Parent Org ID Cont 85_0	Contract N ract Number Rep H0_4 H0_1	orting Period 201403 201403	Date Loaded 12/30/2014 12/30/2014	Download File	وَنَ	Dispute Submission Dispute Distribution	02/03/2015 04/04/2015
Parent Org. ID: S5_0 Parent Org ID Cont S5_0	Contract N ract Number Rep H0_4 H0_1 H0_3	orting Period 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	L	Invoce Distribution Dispute Submission Dispute Distribution	02/03/2015
Parent Org. ID: 55_0 Parent Org ID Cont S5_0	Contract N ract Number Rep H0_4 H0_1 H0_3 H0_6	orting Period 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	L	Invoce Distribution Dispute Submission Dispute Distribution	02/03/2014 02/03/2015 04/04/2015
Parent Org. ID: 55_0 Parent Org ID Cont \$5_0	Contract N ract Number Rep H0_4 H0_1 H0_3 H0_6 H0_1	orting Period 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	L	Invoce Distribution Dispute Submission Dispute Distribution	02/03/2014 02/03/2015 04/04/2015
Parent Org. ID: 55_0 Parent Org ID Cont \$5_0	Contract N ract Number Rep H0_4 H0_1 H0_3 H0_6 H0_1	orting Period 201403 201403 201403 201403 201403 201403	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	L	Invoce Distribution Dispute Submission Dispute Distribution	02/03/2014 02/03/2015 04/04/2015

- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save <b>S50_H01_201403.txt</b> from <b>1</b> #. <b>1</b> #.##?	Open	Save	•	Cancel	×

6) After selecting the *Open* button, the file information for the invoice line item will display.

In the following example, an excerpt of a cumulative benefit year report file displays.

S5820_H0151_201403.txt - Notepad	• ×
File Edit Format View Help	
TPACH20140300000162014111715270510C5MH0##1	*
TPAMH20140300000012014111715270510C5MP1##1	
PTOT 2013070000001P1##1H0##1000000003218{00000001402E000000001815N	
PTOT 2014030000002P1##1H0##100000000000000000000281638{0000000281638{	
TPAMT20140300000012014111715270510C5MP1##10000002000000003218{000000283040E0000000279822ECG14031##1H0##1	-

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

8) The **Reports Filter Results** – **Tracking** region will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the <u>Last</u> <u>Download</u> field.

In the following example, the date of 20150102 and the time of 01:16 populate the <u>Last</u> <u>Download</u> field.

METTO GBA.			(	MS	Cor	tact Us   My Profil	e   Logout   Help
Home				Reports		<u>ڪ</u>	
Sponsor Port	al Contract	GDP Rep • • Tracking	Orts OBatch OM	fanufacturer 1099 Infor	mation Inv Inv Dis Dis	Current Cutoff ( orting Period oice Paid by oice Distribution pute Submission pute Distribution	Calendar 201403 01/12/2014 12/04/2014 02/03/2015 04/04/2015
Parent Org ID Cor	ntract Number Re	porting Period	Date Loaded	Download File	Last De	wnloaded Date	
\$5_0	H04	201403	12/30/2014	Ő			
	H01	201403	12/30/2014	۲	(	20150102 01:16	
	H03	201403	12/30/2014	0			
	H06	201403	12/30/2014	0			
	H0_6 H0_1	201403 201403	12/30/2014 12/30/2014	0			
	H06 H01 H03	201403 201403 201403	12/30/2014 12/30/2014 12/30/2014	0			

You have now completed accessing tracking reports in the Portal.

TTO GBA.					MS	Contact Us   My Profile	e   Logout   H
Home				içis Re	ports	÷	
ponsor Por	tal ata ⊙ Disp	CGDP	Report	ts Manufacture	er 1099 Information	Current Cutoff C Reporting Period Invoice Paid by	Calendar 201403 01/12/2015
Parent Org. ID: S	5 <u>0</u> V	Contract Numbe	n: ANY 🗸			Dispute Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S Parent Org. ID	5_0 ✓ Contract Number	Contract Numbe Reporting Period	Report Type	Date Loaded	Download File	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S Parent Org. ID S5_0	5_0 ∨ Contract Number H0_4	Reporting Period 201403	Report Type	Date Loaded 12/30/2014	Download File	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S Parent Org. ID S5_0	Contract Number H0_4 H0_3	Reporting Period 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014	Download File	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S Parent Org. ID S5_0	5_0 ✓ Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Contract Numbe Reporting Period 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. ID: S Parent Org. ID \$5_0	Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015

# **CGDP Portal Reports – Dispute**

The **Reports – Disputes** tab provides the user with the ability to review distributed invoice information.

The **Reports – Disputes** page has five regions:

- 1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
- 2. **Reports Current Cutoff Calendar region**: provides user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- 3. Report Type Selection region: provides a user with four types of reports to view.
  - Invoice
  - Data
  - Dispute
  - Batch
  - This section of the users guide will define the topic of Dispute reports.
- 4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. 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.

The following pages will describe each region and the functions associated with Data Reports functionality.

## **Reports Tabbed Region**

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

#### **<u>Reports Cutoff Calendar Region</u>**

Current Cutoff	Calendar		
Reporting Period	201404		
Invoice Paid by	03/11/2015		
Invoice Distribution	01/31/2015		
Dispute Submission	04/02/2015		
Dispute Distribution	06/01/2015		

The **Reports 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.

#### <u>Reports Type Selection – Dispute Region</u>

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the <u>Dispute</u> button populated.

3 O Invoice O Data O Dispute O Tracking O Batch O Manufacturer 1099 Information

The population of the <u>Dispute</u> radio button allows the user to select, submit, and view disputed invoice line reports.

**Note:** Definition of the <u>Batch</u> and <u>Manufacturer 1099</u> Information report type selection provided for later in the manual.

#### <u>Reports Filter – Dispute Region</u>

4	A Parent Org. ID: H0_0 V	B Contract: ANY V	٥
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The **Reports Filter – Dispute region** contains the following #### fields to assist a user with narrowing distributed invoice search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract</u>: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

**Note**: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

#### <u>Reports Filter Results – Dispute Region</u>

5	A Parent Org. ID	Contract Number	C Reporting [ Period	Report Type	Date Loaded	F Download File	G Last Download Date	
	H00	H1_6	201404	Resolution	04/28/2015	0		

The **Reports Filter Results – Disputes region** displays information requested for invoice reports.

The **Reports Filter Results – Disputes region** contains the following #### fields used to submit disputes and review reports for the status of submitted disputes.

- A. <u>Parent Org. ID</u>: (currently displaying Primary ID) field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Contract Number</u>: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. <u>Reporting Period</u>: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. <u>Report Type</u>: displays the type of report available (Resolution)
- E. <u>Date Loaded</u>: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- F. <u>Download File</u>: displays radio button to allow downloading of distributed invoice summary information loaded to the system.
- G. <u>Last Download Date</u>: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

# **CGDP Portal DPP Work Instructions – Dispute Reports**

#### Submitting Disputes

Sponsors are able to utilize the CGDP DPP system to submit disputes of distributed invoice line items. The **Reports** – **Dispute** tab provides Sponsors with the capability to submit and view disputed invoice line items.

This work instruction provides direction on accessing the **Reports - Dispute** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

ALMETTO GI	<b>BA</b> 1 (4). Y				S AB SEVICES		Contact Us   My Profile   Logout   Help
Но	me				Repo	rts	Ē
Sponse	or Port	al Co	overage Ga	p Discount	Progr	am	l
Parent Org. S5_0 V	. ID:	Contract Number	Reporting Period:	Status:		$\bigcirc$	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.
Pare	nt Org. ID	Contract Number	Reporting Period	Status	Select		For payment functions, start by selecting a line item from the list to the left of this message.
	S5_0	H0_4 H0_1	201403	Available	0	^	
	S50	H03	201403	Available	0		
	S50	H06	201403	Available	0		Available - Invoice is ready for payment initiations
	S50	H01	201403	Available	0		Failed - One or more items has an unsuccessful
	S50	H0_3	201403	Available	0		payment attempt
	S50	H09	201403	Available	0	$\sim$	Pending - All line items have been initiated
	S50	H00	201403	Available	0		successfully
							Successful - All line items have been paid successfully

In the following example, the selected tab is the Reports tab.

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

In the following example, the <u>Dispute</u> radio button is populated.

	CM	Contact Us   My Profile   Logout   Help	
Home		Reports	÷.
Sponsor Portal	CGDP Reports	formation	Current Cutoff Calendar Reporting Period 201403 Invoice Paid by 01/12/2014
Parent Org. ID: [55_0 ~]	Contract Number: ANY	0	Invoice Distribution 12/04/2014 Dispute Submission 02/03/2015 Dispute Distribution 04/04/2015

4) On the **Reports** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Reports – Dispute Filter** region.

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

TO GBA.				(CN	<b>IS</b>	Contact Us   My Profile   Logout
Home				Rep	orts	<u>i</u>
onsor Port	al	CGDP	Report	s		Current Cutoff Calendar Reporting Period 201403
	(A 10)	to O Treats	Detab	O Manufacture	1000 Information	Investing Ferror 01/12/2
Invoice U D	ata 💌 Dispi	ute 🔾 Tracki	ing U Batch	Vianuracture	I 1099 Information	Invoice Paid by 01/12/2
Invoice O D	ata 🖲 Dispi	ate 🔾 Ifacki	ing $\bigcirc$ Batch		1 1099 Information	Invoice Pand by 01/12/2 Invoice Distribution 12/04/2
ent Org. ID: S5	_0 ✓ C	ontract Number			1099 Information	Invoice Plan by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2
invoice O D	ata ● Dispi	ontract Number	ANY V		1099 Internation	Invoice Paid by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2
Invoice O D tent Org. ID: 55	Contract	Reporting Period	Report Type	Date Loaded	Download File	Invoice Paid by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D eent Org. ID: 55 Parent Org. ID 55_0	Contract Number H0_4	Reporting 201403	Report Type	Date Loaded	Download File	Invoice Paid by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D tent Org. ID: 55 Parent Org. ID \$5_0	Contract Number H0_4 H0_3	Reporting 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014	Download File	Invoice Paid by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D tent Org. ID: 55 Parent Org. ID \$5_0	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Paid by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice U D eent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Paid by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D eent Org. ID: 55 Parent Org. ID \$5_0		Reporting Period 201403 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Pail by 01/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date

5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Dispute region**.

In the following example, the radio button corresponding to <u>Contract Number</u> H\_3 is populated.

TO GBA.				(CN	15	Contact Us   My Profile	Logout
Home				Rep	orts	£	
onsor Port	al	CGDP	Report	s		Current Cutoff Cal	lendar 201403
. · O B	a Dian	to O Treati	ing O Batch	O Manufacture	r 1099 Information	Tennice Baid by	01/12/20
Invoice U D	ata 🔍 Listi	IIP J ITACKI		VINTILIACTOR			
Invoice U D	ata 🖲 Displ	ле 🔾 Паскі	ing 🗢 Baich		1000 momation	Invoice Distribution	12/04/20
ent Org. ID: \$5	_0 v Co	ontract Number				Invoice Path by Invoice Distribution	12/04/20
ent Org. ID: S5		ontract Number				Invoice Part by Invoice Distribution 1 Dispute Submission 0 Dispute Distribution 0	12/04/20 02/03/20 04/04/20
ent Org. ID: 55	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: 55	Contract Number H0_4	Reporting 201403	Report Type	Date Loaded	Download File	Last Download Date	12/04/20 02/03/20 04/04/20
Invoice D rent Org. ID: S5 Parent Org. ID S5_0	Contract Number H0_4 H0_3	Reporting 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014	Download File	Artorice Plan by Control of the second	12/04/20 02/03/20 04/04/20
Parent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	An order Park Gy     Invoice Plant Gy     Invoice Distribution     Dispute Submission     O     Dispute Distribution     C     Last Download Date	12/04/20 02/03/20 04/04/20
Invoice O D ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	An order Pails Gy     Invoice Plant Gy     Invoice Distribution     Dispute Submission     Dispute Distribution     C      Last Download Date	12/04/20 02/03/20 04/04/20
Invoice O D ent Org. ID: 55 Parent Org. ID \$5_0	Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Pail by Construction Invoice Distribution Invoice Distribution In Dispute Submission In Dispute Distribution In Dispute Distribution In Construction International Date	12/04/20 02/03/20 04/04/20

Select one of the following decision buttons in the message that appears at the bottom of the screen:

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save <b>S50_H01_201403.txt</b> from <b>1#.1#.1##</b> #?	Open	Save	-	Cancel	×

6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad	1 ×
File Edit Format View Help	
TPACH20140300000162014111715270510cSMH0##1	
TPAMH20140300000012014111715270510C5MP1##1	
PTOT 2013070000001P1##1H0##1000000003218{00000001402E000000001815N	
PTOT 2014030000002P1##1H0##1000000000000000000281638{000000281638{	
TPAMT20140300000012014111715270510csMp1##10000002000000003218{000000283040E0000000279822ECG14031##1H0##1	-

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

8) The **Reports Filter Results** – **Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Download Date</u> field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the <u>Last</u> <u>Download Date</u> field.

TO GBA.				(CN	15		Contact Us   My Profil	e   Logout
Home				Rep	orts		÷	
onsor Port	al	CGDP	Report	s		[	Current Cutoff	Calendar
Invoice O D	nta 🖲 Dicen	te O Tracki	ing O Batch	O Manufacture	r 1000 Information		Reporting Period	201403
		He 🔾 Hacki	ing $\bigcirc$ balch	○ Ivianulaciule	1 1099 intormation		invoice Paid by	01/12/20
mone o De							Invalue Distribution	12/04/20
rent Org. ID: 55	_0 ¥ C	ontract Number	ANY Y				Invoice Distribution	12/04/20
rent Org. ID: 55	_0 ¥ C	ontract Number	ANY V			0	Invoice Distribution Dispute Submission	12/04/2
rent Org. ID: S5.	_0 ¥ C	ontract Number	ANY V			•	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2 02/03/2 04/04/2
rent Org. ID: S5.	_0 ▼ Co Contract Number	ontract Number Reporting Period	Report Type	Date Loaded	Download File		Invoice Distribution Dispute Submission Dispute Distribution	12/04/20 02/03/20 04/04/20
Parent Org. ID: 55.	_0 ▼ Contract Number H0_4	Reporting 201403	Report Type	Date Loaded 12/30/2014	Download File	Ľ	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2 02/03/2 04/04/2
Parent Org. ID: S5.	Contract Number H0_4 H0_3	Reporting Period 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014	Download File	L 12/31	Invoice Distribution Dispute Submission Dispute Distribution ast Download Date 1/2014 @ 03:44 PM	12/04/20 02/03/20 04/04/20
Parent Org. ID: S5. Parent Org. ID S50	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	L 12/31	Invoice Distribution Dispute Submission Dispute Distribution ast Download Date	12/04/20 02/03/20 04/04/20
Parent Org. ID: S5. Parent Org. ID S50	_0 ∨ Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	L 12/31	Invoice Distribution Dispute Submission Dispute Distribution ast Download Date	12/04/2 02/03/2 04/04/2
Parent Org. ID: S5.	_0 ∨ Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	L 12/31	Invoice Distribution Dispute Submission Dispute Distribution ast Download Date	12/04/2 02/03/2 04/04/2

You have now completed submitting a distributed invoice line item dispute report.

#### Accessing Dispute Reports

Sponsors are able to utilize the CGDP DPP system to submit and review dispute reports for received invoice line items. The **Reports** – **Dispute** tab provides Sponsors with the capability to submit and view disputed invoice line items.

This work instruction provides direction on accessing the **Reports** – **Dispute** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

PALMETTO GBA, A CELETIAN GOOJF DOWNAM				IS NEW YORK		<u>Contact Us   My Profile   Logout   Help</u>
Home				Repor	ts	<b>a</b>
Sponsor Port	Contract Number	Reporting Period:	p Discount	Progr	am 2	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
Parent Org. ID S5_0 S5_0	Contract Number H0_4 H0_1	Reporting Period 201403 201403	<u>Status</u> Available Available	Select	^	For payment functions, start by selecting a line item from the list to the left of this message.
\$50 \$50 \$50	H03 H06 H01	201403 201403 201403	Available Available Available	0		Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful
\$50 \$50 \$50	H0_3 H0_9 H0_0	201403 201403 201403	Available Available Available	0	~	payment attempt Incomplete - One or more items have not been paid Pending - All line items have been initiated successfully Successfull All line items have been paid
						successfully

In the following example, the selected tab is the **Reports** tab.

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

In the following example, the <u>Dispute</u> radio button is populated.

TO GBA.				(CN	AS	Contact Us   My Profile   Logou	1
Home				Rep	orts	<u>a</u>	
onsor Port	al ata 🔍 Disco		Report	S O Manufacture	r 1099 Information	Current Cutoff Calendar Reporting Period 201403 Invoice Baid by 01/22	
ent Org. ID: 55		ontract Numbe				Invoice Pair by 01/12/2     Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2	01
ent Org. ID: 55	_0 v C	Reporting Period	Report Type	Date Loaded	Download File	Invoice Plate by 07/12/2     Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2     Last Download Date	01
ent Org. ID: 55 Parent Org. ID	Contract Number H0_4	Reporting Period 201403	Report Type	Date Loaded 12/30/2014	Download File	Invoice Plate by 07/12/2     Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2     Last Download Date	01
Invoice D ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3	Reporting 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014	Download File	Invoice Plate by 07/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date	01
Invoice D ent Org. ID: 55 Parent Org. ID \$5_0	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	E[ANY V]	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Plate by 02/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date	01
Invoice O D ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403 201403	E ANY V	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Pair by 07/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date	01
Invoice O D ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403	E ANY V	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Plate by 07/12/2 Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date	01

4) On the **Reports** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Reports Filter – Dispute region**.

|--|

TO GBA.				(CN	AS	Contact Us   My Profile   Logou
Home				Rep	orts	2
onsor Port	al	CGDP	Report	s		Current Cutoff Calendar
	. (2 D)	rta O Tracki	ng O Batch	O Manufacture	r 1099 Information	Invoice Paid by 01/12/
Invoice O D	ata 💌 Dismi	IL CONTRACTOR				
Invoice O D	ata 🖲 Dispu		ng 🗢 Daich		1 1077 Internation	Invoice Distribution 12/04/
Invoice O D	_0 v C	ontract Number				Invoice Distribution 12/04/2 Discuste Submission 02/03/2
Invoice O D	_0 v C	ontract Number				Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2
Invoice O D tent Org. ID: 55 Parent Org. ID	Contract Number	Contract Number Reporting Period	Report Type	Date Loaded	Download File	Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice D tent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4	Reporting 201403	Report Type	Date Loaded 12/30/2014	Download File	Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D tent Org. ID: 55 Parent Org. ID \$5_0	Contract Number H0_4 H0_3	Reporting 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014	Download File	Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D rent Org. ID: 55 Parent Org. ID \$5_0	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D rent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution 12/04/2 Dispute Submission 02/03/2 Dispute Distribution 04/04/2 Last Download Date
Invoice O D rent Org. ID: 55 Parent Org. ID S5_0	Log Contract     Number     H0_4     H0_3     H0_1     H0_1     H0_3	Reporting Period 201403 201403 201403 201403 201403	Report Type	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2     Last Download Date

5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results** – **Dispute region**.

In the following example, the radio button corresponding to <u>Contract Number</u> H\_4 is populated.

TO GBA.				(CN	AS	Contact Us   My Profil	e   Logout   ]
Home				Rep	orts	<u>ڪ</u>	
onsor Port	al	CGDP	Report	S O Manufacture	r 1000 Information	Current Cutoff O Reporting Period	201403
rent Org. ID: S5.		ontract Number	r:[ANY ▼]		1099 momaton	Invoice Paid by Invoice Distribution Dispute Submission Dispute Distribution	12/04/201 02/03/201 04/04/201
rent Org. ID: S5.	Contract Number	Contract Number	Report Type	Date Loaded	Download File	Last Download Date	12/04/201 02/03/201 04/04/201
Parent Org. ID: S5.	_0 ✓ C Contract Number H0_4	Contract Number Reporting Period 201403	Report Type Resolution	Date Loaded	Download File	Last Download Date	12/04/201- 02/03/201: 04/04/201:
Parent Org. ID: S5 Parent Org. ID S5_0	Low Contract Number H0_4 H0_3	Reporting 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014	Download File	Invoice Paul by Invoice Distribution Dispute Submission Dispute Distribution	12/04/201- 02/03/201- 04/04/201-
Parent Org. ID: 55.	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Paul by Invoice Distribution Dispute Submission Dispute Distribution	12/04/201 02/03/201 04/04/201
Parent Org. ID: 55.	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Paul by Invoice Distribution Dispute Submission Dispute Distribution	12/04/201- 02/03/201- 04/04/201-
Parent Org. ID: 55 S5_0	Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Paul by Invoice Distribution Dispute Submission Dispute Distribution	02/03/201- 02/03/201- 04/04/201-

- 6) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save <b>S50_H01_201403.txt</b> from <b>1</b> #. <b>1</b> #.##?	Open	Save 🔻	Cancel	×

7) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad	
File Edit Format View Help	
TPACH20140300000162014111715270510csmH0##1	
TPAMH2014030000012014111715270510C5MP1##1	
PTOT 201307000001P1##1H0##1000000003218{00000001402E000000001815N	
PTOT 201403000002P1##1H0##10000000000000000000281638{0000000281638{	
TPAMT20140300000012014111715270510c5MP1##10000002000000003218{0000000283040E0000000279822ECG14031##1H0##1	-

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

9) The **Reports Filter Results** – **Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Download</u> field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the <u>Last</u> <u>Download</u> field.

P TO GBA				(CN	AS	Contact Us   My Profile   Logout
Home				Rep	orts	<u>i</u>
onsor Port	al	CGDP	Report	s		Current Cutoff Calendar Reporting Period 201403
O B	ata 🖲 Diana	te O Track	ing Datch	Manufacture	r 1099 Information	Invoice Paid by 01/12/2
Invoice $\bigcirc$ D	ata 👁 Dispt	ac O Hack	ing 🗢 Baich		r royy mormation	anvoice raid by OULDE
Invoice O D		aetract Numbe			1 1055 Internation	Invoice Distribution 12/04/2
ent Org. ID: S5		ontract Numbe		- Manufacture		Invoice Distribution 12/04/2 Dispute Submission 02/03/2
ent Org. ID: S5		ontract Numbe				Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2
ent Org. ID: 55	_0 v C	ontract Numbe Reporting Period	Report Type	Date Loaded	Download File	Invoice Pistribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2     Last Download Date
ent Org. ID: S5 Parent Org. ID	_0 ✓ C Contract Number H0_4	Reporting Period 201403	Report Type Resolution	Date Loaded	Download File	Invoice Pistribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2      Last Download Date     12/31/2014 @ 03:44 PM
ent Org. ID: S5 Parent Org. ID S5_0	Contract Number H0_4 H0_3	Reporting Period 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014	Download File	Invoice Pistribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2      Last Download Date     12/31/2014 @ 03:44 PM
ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6	Reporting Period 201403 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Pistribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2     Last Download Date     12/31/2014 @ 03:44 PM
ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1	Reporting Period 201403 201403 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Distribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2      Last Download Date     12/31/2014 @ 03:44 PM
ent Org. ID: 55 Parent Org. ID S5_0	Contract Number H0_4 H0_3 H0_6 H0_1 H0_3	Reporting Period 201403 201403 201403 201403 201403	Report Type Resolution	Date Loaded 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014 12/30/2014	Download File	Invoice Pistribution 12/04/2     Dispute Submission 02/03/2     Dispute Distribution 04/04/2     Last Download Date     12/31/2014 @ 03:44 PM

You have now completed accessing invoice line item dispute reports.

#### CMS Contact Us | My Profile | Logout | Help PALMETTO GBA 1 Home ڪ Reports 2 Current Cutoff Calendar **CGDP Reports** Sponsor Portal Reporting Period 201403 3 ○ Invoice ○ Data ○ Dispute ○ Tracking ● Batch ○ Manufacturer 1099 Information Invoice Paid by 01/12/2014 Invoice Distribution 12/04/2014 (4) Parent Org. ID: ANY 0 Dispute Submission 02/03/2015 Dispute Distribution 04/04/2015 ٩ Batch Parent Org ID Download Last Download Description Date Time Status ID E3\_4 20141230 09:44 20141230 11:45 Batch init, 201403 511 3 Successful H0\_0 Batch init. 201401 510 20141229 06:05 **\$1** Failed 20150102 11:15 H0\_0 Batch init. 201401 508 20141229 04:05 7 Failed 20150102 11:15 \$5\_7 Batch init. 201401 509 20141229 04:10 7 Successful

**CGDP Portal Reports – Batch** 

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

The **Reports – Batch** tab has five regions:

- 1. **Reports Tabbed region**: displays the tabbed page that is currently active.
- 2. **Reports Current Cutoff Calendar region**: provides a user with key program dates for proper processing of invoice line items.
- 3. Report Type Selection region: provides a user with four types of reports to view.
  - Invoice
  - Data
  - Dispute
  - Tracking
  - Batch

• Manufacturer 1099 Information

- This section of the users guide will define the topic of <u>Batch</u> reports.
- 4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. 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.

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

## **<u>Reports Tabbed Region</u>**

1	Home	Payments	Completed	Receipts	Reports

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

## **Reports Current Cutoff Calendar region**

2	Current Cutoff	Calendar
	Reporting Period	201403
	Invoice Paid by	01/12/2014
	Invoice Distribution	12/04/2014
	Dispute Submission	02/03/2015
	Dispute Distribution	04/04/2015

The **Reports 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.

#### **Reports Type Selection - Batch Region**

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

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

Invoice O Data O Dispute O Tracking 
Batch O Manufacturer 1099 Information

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

## <u>Reports Filter – Batch Region</u>

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

#### **Reports Filter Results – Batch Region**

5)	A Parent Org ID	B Description	C Batch ID	Date Time	Download	<sup>F</sup> Status	<sup>G</sup> Last Download
	E34	Batch init. 201403	511	20141230 09:44	$\odot$	3 Successful	20141230 11:45
	H00	Batch init. 201401	510	20141229 06:05	0	81 Failed	20150102 11:15
	H00	Batch init. 201401	508	20141229 04:05	0	7 Failed	20150102 11:15
	\$57	Batch init. 201401	509	20141229 04:10	0	7 Successful	

The **Reports Filter Results** – **Batch region** contains seven fields used to review batched payment initiation files loaded to the system.

- A. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.
- B. <u>Description</u>: displays the batch file name loaded to the system.
- C. <u>Batch ID</u>: displays the system generated batch-numbering convention based on the order the batch file received by the system.
- D. <u>Date Time</u>: displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
- E. <u>Download</u>: displays radio button to allow downloading of batch file information loaded to the system.
- F. <u>Status</u>: provides the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
- G. <u>Last Download</u>: displays the last date and time batch summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM

# **CGDP Portal DPP Work Instructions – Batch Reports**

# **Accessing Batch Reports**

Sponsors are able to utilize the **Reports - Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items. Once batch upload is completed, results of the batch text file upload are available for review via the **Reports – Batch** functionality.

This work instruction provides direction on accessing invoice batch reports functionality.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA, A CELETIAN GTOUR COMPANY		CENTRE FOLMEDICALE & MEDICALE SERVICES
Covera	ge Gap Discount P	rogram
	User Id: Password: Login	

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

Home Pays Sponsor Portal Parent Org. ID: Cont H0_0 V ANY	nents Com Cov tract Number	Pered Pere 7erage Ga Reporting Period: [ANY ]	pis Reports  P Discount  Status:  ANY	Program	Welcome to Coverage Gap Discount Portal where you
Sponsor Portal	Cov tract Number	Reporting Period:	p Discount	Program ()	Welcome to Coverage Gap Discount Portal where you
Parent Org. ID: Cont H0_0 V ANY	tract Number	Reporting Period:	Status:	$\odot$	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.
Parent Org. ID Con	tract Number Re	eporting Period	Status	Select	For payment functions, start by selecting a line item from the list to the left of this message.
H00	H39 H59	201401 201401	Pending	0	
H00 H00	H52 H50	201401 201401	Pending Pending	0	Available - Invoice is ready for narment initiations
H00	H79	201401	Available	0	Failed - One or more items has an unsuccessful payment attempt
H0_0	H71 H76	201401 201401	Available Pending	0	Incomplete - One or more items have not been paid
H0_0	H8_3	201401	Available	0	successfully
H0_0	S07	201401	Incomplete	0	successfully
H00 H00	\$59 \$58	201401 201401	Pending Incomplete	0	

In the following example, the selected tab is the **Reports** tab.

3) To review the successful and failed batch text files, select the **Reports** tab and populate the <u>Batch</u> radio button.

In the following example, the displayed **Reports** – **Batch** page with the <u>Batch</u> radio button selected.

ALMETTO GBA.			¢	CMS		Contact Us   My Profil	e   Logout   Help
Home				Reports		2	
Sponsor	Portal (	GDP R	enorts			Current Cutoff	Calendar
openser			eporto			Reporting Period	201403
O Invoice G	Data O Dispute	O Tracking	Batch O Manu	facturer 1099 Inf	ormation	Invoice Paid by	01/12/2014
						Invoice Distribution	12/04/2014
Parent Org. II	): H0_0 V				0	Dispute Submission	02/03/2015
						Dispute Distribution	04/04/2015
Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Downlos	ıd
H00	Batch init. 201401	510	20141229 06:05	0	81 Failed		
H00	Batch init. 201401	508	20141229 04:05	0	7 Failed		
H00	Batch init. 201401	502	20141229 02:44	0	1 Successful		

4) Populate the radio button in the <u>Download</u> column to correspond to the reviewable batch file.

ALMETTO GBA.			¢	CMS		Contact Us   My Profile	Logout   Help
Home				Reports		æ	
Sponsor	Portal Data O Dispute	CGDP R	eports Batch O Manuf	acturer 1099 Info	rmation	Current Cutoff C Reporting Period Invoice Paid by	<b>Calendar</b> 201403 01/12/2014
Parent Org. II	D:[H0_0 ♥]				0	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Downloa	d
Parent Org ID H0_0	Description Batch init. 201401	Batch ID 510	Date Time 20141229 06:05	Download	Status 81 Failed	Last Downloa	d
Parent Org ID H00 H00	Description Batch init. 201401 Batch init. 201401	Batch ID 510 508	Date Time 20141229 06:05 20141229 04:05	Download O	Status 81 Failed 7 Failed	Last Downloa	d

In the following example, the selected batch file contains one Successful file in the Status field.

- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

Open	Save	•	Cancel	×
0	pen	pen Save	pen Save 🔻	pen Save 🔻 Cancel

6) Review the downloaded batch text file for line items containing the successful line items(s).

In the following example, the downloaded batch text file displays one successful line item.

502.txt - Notepad	
File Edit Format View Help	
H00;H18;201401;P18;CG140118H18;20141229;N;Success;Initiated in a batch;20141229	l; 🔺
	Ξ
	-

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

8) The **Reports Filter Results** – **Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the <u>Last</u> <u>Download</u> field.

In the following example, the date of 20150102 and the time of 11:03 populate the <u>Last</u> <u>Download</u> field.

			Č	CMS		Contact Us   My Profil	e   Logout   Hel
Home				Reports		2	
Sponsor	Portal ( Data O Dispute	CGDP R	eports ● Batch ○ Manu	facturer 1099 Info	ormation	Current Cutoff C Reporting Period Invoice Paid by	Calendar 201403 01/12/2014
Parent Org. II	0:[H0_0 ¥]				•	Invoice Distribution Dispute Submission	12/04/2014 02/03/2015
Parent Org. II Parent Org ID	D: H0_0 V Description	Batch ID	Date Time	Download	Status	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org. II Parent Org ID H0_0	D: H0_0 ~ Description Batch init. 201401	Batch ID 510	Date Time 20141229 06:05	Download	Status 81 Failed	Invoice Distribution Dispute Submission Dispute Distribution Last Downlos 20150102	12/04/2014 02/03/2015 04/04/2015 ad 11:15
Parent Org. II Parent Org ID H00 H00	Description Batch init. 201401 Batch init. 201401	Batch ID 510 508	Date Time 20141229 06:05 20141229 04:05	Download O	Status 81 Failed 7 Failed	Invoice Distribution Dispute Submission Dispute Distribution Last Downlos 20150102 20150102	12/04/2014 02/03/2015 04/04/2015 ad 11:15 11:15

9) Populate the radio button in the <u>Download</u> column to correspond to the reviewable batch file.

In the following example, the selected batch file contains seven Failed files in the Status field.

PALMETTO GBA.			¢	CMS	and the second se	Contact Us   My Profile	t   Logout   Help
Home			Receipts	Reports		2	
Sponsor	Data O Dispute	CGDP R	eports Batch O Manuf	acturer 1099 Is	nformation	Current Cutoff C Reporting Period Invoice Paid by	Calendar 201403 01/12/2014
Parent Org. II	:[H0_0 V]				•	Invoice Distribution Dispute Submission Dispute Distribution	12/04/2014 02/03/2015 04/04/2015
Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Downloa	d
H00	Batch init. 201401	510	20141229 06:05	0	81 Failed		
H00	Batch init. 201401	508	20141229 04:05	۲	7 Failed		
H00	Batch init. 201401	502	20141229 02:44	0	1 Successful		

- 10) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

Do you want to open or save <b>508.txt</b> (746 bytes) from <b>1#.1#.1##.</b> #?	Open	Save 🔻	Cancel	×
		* · · · · · · · · · · · · · · · · · · ·		I

11) Review the downloaded batch text file for line items containing Failed.

In the following example, the downloaded batch text file displays seven lines that failed batch processing batch processing with error messages listed in the file.

l	508.bt - Notepad	
I	File Edit Format View Help	
	<pre>H0_0;H5_2;201401;P1_7;G14011_7H5_2;20150104;Y;Failed;Already deferred;20141229; H0_0;H1_8;201401;P1_8;G14011_8H1_8;20150104;Y;Failed;Invalid defer request, Already deferred, Line item has been already processed;20141229; H0_0;H5_2;201401;P1_x;G14011_HH_9;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_9;201401;P1_1;G14011_HH_9;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_8;201401;P1_8;G14011_8HL_8;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_6;201401;P1_2;G14011_8HL_8;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_6;201401;P1_2;G14011_8HL_8;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_8;201401;P1_4;G14011_4H1_8;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_8;20140;P1_4;G14011_4H1_8;20150104;N;Failed;Line item has been already processed;20141229; H0_0;H1_8;Z1_4;G14011;P1_4;G14011_4;H1_8;Z1501;H1_4;H1_8;Z15015014;N;Failed;Line item has been already processed;20141229;</pre>	* III
Ш		

- 12) Once review of text file is complete, return to the **Reports** tab.
- 13) The **Reports Filter Results Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the <u>Last</u> <u>Download</u> field.

In the following example, the date of 20150102 and the time of 11:15 populate the <u>Last</u> <u>Download</u> field.

PALMETTO GBA.			¢	CMS	,	Contact Us   My Profile	Logout   Help
Home				Reports		2	
Sponsor 1	Portal	CGDP R	eports			Current Cutoff C Reporting Period	201403
O Invoice	Data O Dispute	O Tracking	Batch O Manu	facturer 1099 In	formation	Invoice Paid by	01/12/2014
						Invoice Distribution	12/04/2014
Parent Org. ID	E H0_0 ▼					Dispute Submission	02/03/2015
						Dispute Distribution	04/04/2015
Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Downloa	d
H00	Batch init. 201401	510	20141229 06:05	0	81 Failed	20150102	11:15
H00	Batch init. 201401	508	20141229 04:05	0	7 Failed	20150102	11:15
H00	Batch init. 201401	502	20141229 02:44	0	1 Successful	20150102	11:03

You have now completed accessing of **Batch** Reports.

	Contact Us   My Profile   Logout   Help
Home Paymonts Completed Recorpts Reports	<u>i</u>
Sponsor Portal     CGDP Reports       ③     ○ Invoice ○ Data ○ Dispute ○ Tracking ○ Batch ● Manufacturer 1099 Information       ④     Parent Org. ID: ANY ▼	Current Cutoff Calendar     Reporting Period 201403     Invoice Paid by 01/12/2014     Invoice Distribution 12/04/2014     Dispute Submission 02/03/2015     Dispute Distribution 04/04/2015
S Download Text File O Download Spreadsheet O	

# **CGDP Portal Reports – Manufacturer 1099 Information**

The **Reports – Manufacturer 1099 Information** tab provides the user with the ability to review payment batch information.

The Reports – Manufacturer 1099 Information tab has five regions:

- 1. **Reports Tabbed region**: displays the tabbed page that is currently active.
- 2. **Reports Current Cutoff Calendar region**: provides a user with key program dates for proper processing of invoice line items.
- 3. **Report Type Selection region**: provides a user with four types of reports to view.
  - Invoice
  - Data
  - Dispute
  - Tracking
  - Batch
  - Manufacturer 1099 Information
  - This section of the users guide will define the topic of <u>Manufacturer 1099 Information</u> reports.
- 4. Reports Filter region: allows the user to search data listed by the defaulted Parent Org. 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.

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

## **<u>Reports Tabbed Region</u>**

1	Home	Payments	Completed	Receipts	Reports

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

## **Reports Current Cutoff Calendar region**

2	Current Cutoff Calendar						
	Reporting Period	201403					
	Invoice Paid by	01/12/2014					
	Invoice Distribution	12/04/2014					
	Dispute Submission	02/03/2015					
	Dispute Distribution	04/04/2015					

The **Reports 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.

#### **Reports Type Selection – Manufacturer 1099 Information**

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the Manufacturer 1099 Information radio button populated.

③ ○ Invoice ○ Data ○ Dispute ○ Tracking ○ Batch ● Manufacturer 1099 Information

The population of the <u>Manufacturer 1099 Information</u> radio button provides a user with reports1099 information for each drug manufacturer. Since the TPA will no longer distribute EFT files, the report will give the user the same relevant information so that manufacturers can be easily identified. The user is able to view the file by text or spreadsheet.

## **<u>Reports Filter – Manufacturer 1099 Information</u>**



The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

## **<u>Reports Filter Results – Manufacturer 1099 Information</u>**

5)	A	Download Text File 🔿 🛚	Download Spreadsheet $\bigcirc$
ಲ	A	Download Text File 🔿 🛚	Download Spreadsheet 🔾

The **Reports Filter Results – Batch region** contains seven fields used to review batched payment initiation files loaded to the system.

- A. <u>Download Text File</u>: View the data in a text format
- B. <u>Download Spreadsheet</u>: View the data on a spreadsheet

# **CGDP Portal DPP Work Instructions – Manufacturer 1099 Information Reports**

## Accessing Manufacturer 1099 Information Reports

Sponsors are able to utilize the Manufacturer 1099 Information Reports functionality to

This work instruction provides direction on accessing the 1099 information reports functionality.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA, A CELETIAN GTOUP CONTAIN		CENTERS FOR MEDICALE & MEDICALE SPRIVES
Covera	ge Gap Discount Prog	gram
	User Id: Password: Login	

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

PALMETT A CELEMIAN GTO	O GBA,			CENTES FOR ADDRESS A		Contact Us   My Profile   Logout   Help
	Home			pts Reports		2
Spo	onsor Port:	al Co	overage Ga	p Discount	Program	l
Parent	: Org. ID:	Contract Number	Reporting Period:	Status:	٩	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.
	Parent Org. ID H0_0	Contract Number H3_9	Reporting Period 201401	<u>Status</u> Available	Select	For payment functions, start by selecting a line item from the list to the left of this message.
	H0_0	H5_9	201401	Pending Pending	0	
	H0_0	H5_0 H7_9	201401	Pending	0	Available - Invoice is ready for payment initiations Failed - One or more items has an unsuccessful
	H0_0	H71	201401	Available	0	payment attempt Incomplete - One or more items have not been paid
	H0_0	H8_3 H9_7	201401	Available	0	Pending - All line items have been initiated successfully Successful - All line items have been paid
	H0_0	\$0_7 \$5_9	201401 201401	Incomplete	0	successfully
	H0_0	\$5 <u>8</u>	201401	Incomplete	0	

In the following example, the selected tab is the **Reports** tab.

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

In the following example, the <u>Manufacturer 1099 Information</u> radio button selected.

Home				Reports		2	
Sponsor P Invoice	Data O Disput	CGDP R	eports	anufacturer 1099 Informa	ion	Current Cutoff G Reporting Period Invoice Paid by Invoice Distribution Dispute Submission Dispute Distribution	Calendar 201403 01/12/201 12/04/201 02/03/201 04/04/201
Downlo	ad Text File 🔾	Download	Spreadsheet 🤇	)			

4) Populate the radio button in the <u>Download Text File</u> column.

In the following example, the selected file <u>Download Text File</u> button is selected.

Home	Payments	Completed	Receipts	Reports	4	i.
Sponsor 1	Portal Data O Dispute O T	CGDP R	• Manufacturer	1099 Information	Current Cuto Reporting Period Invoice Paid by Invoice Distribution Dispute Submission	ff Calendar 201501 06/08/2015 a 04/30/2015 a 06/30/2015
Download Tes	t File 💿 Downlo	ad Spreadsheet O			Dispute Distribution	n 08/29/2015

- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

Do you want to open or save <b>502.txt</b> (92 bytes) from <b>1#.1#.1##.#</b> ?	Open	Save 🔻	Cancel	×

6) In the following example, the downloaded file displays what type of information will be available on the <u>Manufacturer 1099 Report</u> by choosing the Download Text File option.

Untitled - Notepad	Difference and find the strend first
File Edit Format View Help	
P_1 ; Drug Manufacturer Name ; EIN ; IRS Name ; IRS :	Street Address 1 ; IRS Street Address 2 ; IRS City ; IRS State ; IRS Zip ;

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

8) Populate the radio button in the <u>Download Spreadsheet column</u>.

In the following example, the selected Download <u>Spreadsheet</u> button is selected.

Home	Payments	Completed	Receipts	Reports	÷	
onsor P	Portal ata ○ Dispute ○ T	CGDP R	eports • Manufacturer	1099 Information	Current Cutoff Reporting Period Invoice Paid by Invoice Distribution Dispute Submission	Calendar 201501 06/08/2015 04/30/2015 06/30/2015 06/30/2015
vnload Tex	t File O Downlo	ad Spreadsheet ®			Dispute Distribution	08/29/2015

- 9) Select one of the following decision buttons in the message that appears at the bottom of the screen:
  - *Open*: view the data in text file format
  - *Save*: save the data in text file format
  - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

r				
Do you want to open or save <b>508.txt</b> (746 bytes) from <b>1#.1#.1##.</b> #?	Open	Save 🔻	Cancel	×

10) In the following example, the downloaded file displays what type of information will be available on the <u>Manufacturer 1099 Report</u> by choosing the <u>Download Spreadsheet</u> File option.

	A	В	С	D	E	F	G	Н	
1	P Number	Drug Manufacturer Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State	IRS Zip
2									
3									

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

You have now completed accessing of the Manufacturer 1099 Information Reports.

# **CGDP Portal DPP Work Instructions – Reporting Link**

#### Accessing the Reporting Link

Sponsors are able to utilize the **Reporting** functionality to view a readable version of the data/detail report in Microsoft Excel. This is an ad hoc reporting tool that can be used to filter invoice related information.

This work instruction provides direction on accessing the Reporting link.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

PALMETTO GBA: A celetian group coursely		CINTER FOR MEDICALE & MEDICALE STRUCTS				
Covera	ige Gap Discount Pi	rogram				
	User Id: Password: Login					
()		11 0			1	
----------------------------------	---------------------------------------	---	--	-------------------------------	--------	---
PALMETTO O		CMS TERS FOR MEDICARE & MEDICARD SERV	ICES			Contact Us   My Profile   Logout   Help   Repo
Home	Payments	Completed	Receipts Me	essages Re	eports	
ponsor P	ortal C	Coverage G	ap Discour	nt Progra	m	2
arent Org. ID LL 🗸	Contract Numbe	Reporting Period	ALL V		٥	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as vie your reports.
<u>Parent Org.</u> H0_ H0_	ID <u>Contract Nu</u> _1 H _0 H	mber         Reporting Pe           0_1         201           0_0         201	riod <u>Statu</u> 502 N// 502 Pendin	s <u>Select</u> A O g O	^	For payment functions, start by selecting a line item from the list to the left of this message.
H0_	_0 H	00 201	502 Pendin	g O		Available         Invoice is ready for payment initiation           Failed         One or more items has an unsuccessf payment attempt           Incomplete One or more items have not been pail         All line items have been initiated successfully           Successful All line items have been paid successf         All line items have been paid successf
					~	

2) On the Home tab, in the upper right hand corner select Reporting.

3) There are 3 sections in which information can be filtered. The first section, in the example listed below, can be filtered by *Parent Org. ID*, *Contract Number*, *P Number*, *Status*, *Reporting Period*, *Invoice Amount or Payment Status Date*.

Note: If a filter is not chosen, all available information for all the Contract numbers the Parent Org. ID is responsible for along with all available reporting periods will be provided.

A CELERIAN GROUP COMPANY	<u>Contact Us</u>   <u>Help</u>   <u>Logout</u>
Coverage Gap Discount Program	
Invoice Line Item Reporting	
Select which items you want to display on the report (Invoice Line Item Report Only)	
Parent Org. ID       Contract Number       P Number       Status         Reporting Period       Invoice Amount       Payment Status Date	
Reporting Filters (Invoice Line Item Report Only)	
Select Contract Number	
Select By Status of Invoices Reporting Period	
Run Query for Detailed Report	
Sponsor Summary Report Summary Report for Contract Number:	
Reporting Period     V       Sponsor Status     V	
Run Sponsor Summary Query	

4) The second section can also be filtered by the following categories; *Select Contract Number, Select P Number, Select By Status of Invoices* or *Reporting Period.* 

Note: If a filter is not chosen, all available information for all the Contract numbers the Parent Org. ID is responsible for along with all available reporting periods will be provided once the *Run Query for Detailed Report* button is selected.

	<u>Contact Us   Help   Logout</u>
Coverage Gap Discount Program	
Invoice Line Item Reporting	
Select which items you want to display on the report (Invoice Line Item Report Only)	
Parent Org. ID       Contract Number       P Number       Status         Reporting Period       Invoice Amount       Payment Status Date	
Reporting Filters (Invoice Line Item Report Only)	
Select Contract Number	
Select By Status of	
Reporting Period	
Run Query for Detailed Report	
Sponsor Summary Report	
Summary Report for Contract Number:	
Reporting Period V Sponsor Status V	
Run Sponsor Summary Query	

5) In the example below, H\_\_50 is selected for reporting period 201502. Once the filters are set, choose *Run Query for Detailed Report* and then click the *Open* decision button.

	<u>Contact Us</u>   <u>Help</u>   <u>Logout</u>
A CELERIAN GROUP COMPANY	
Invoice Line Item Reporting	
Select which items you want to display on the report (Invoice Line Item Report Only)	
Parent Org. ID     Contract Number     P Number     Status     Reporting Period     Invoice Amount     Payment Status Date	
Reporting Filters (Invoice Line Item Report Only)	
Select Contract Number H_50 Select P Number Select By Status of V Invoices Reporting Period 201502 V	
Sponsor Summary Report         Summary Report for         Contract Number:         Reporting Period         Sponsor Status         Run Sponsor Summary Query	
Do you want to open or save H_50 detailed_report.xlsx from apps.tpadministrator.com?	×

6) After clicking the *Open* button, the reporting information will display in Microsoft Excel. In the following example the *Parent Org. ID, Contract, P Number, Invoice Amount, Reporting Period, Status Date and Status Description* is displayed.

X	🔚 🖌) 🗸 (🖬 🕹 🗎 🖆						F385_detailed_u	report - Microsof	t Excel			_	_		_		x
F	ile Home	Insert Pag	je Layout	Formulas D	Data Review	viev	/									۵ 🕜	- @ X
	🗎 👗 Cut	Calibri	* 1	ı ⁺ A⁺ ѧ*	= = =	≫⁄	📑 Wrap Text	General	Ŧ	55		+ 			Σ AutoSum •	27 (	ħ
Pa	ste 🛷 Format Pain	ter B I	<u>u</u> . 🖂 .	<u>ð</u> - <u>A</u> -	E E E	÷	🏩 Merge & Center 🔻	\$ • % <b>,</b>	00. 0. <b>→</b> 0.≮ 00.	Conditional F Formatting * as	ormat Cell Table + Styles +	Insert •	Delete	Format *	Clear *	Sort & Fi Filter * Se	nd & elect ≠
	Clipboard	Gr.	Font	Fa		Alignm	ent G	Number	Fa	Sty	les		Cells		Ed	liting	
	Security Warning	Application	add-ins have b	een disabled.	Enable Con	tent											×
	E13	<b>-</b> (0	fx														A 4
	А	В	С		D		E	F		G			н	1	J	K	L
1	PARENT ORG. ID	CONTRACT	P NUMBER	INVOICE AM	IOUNT		REPORTING PERIOD	STATUS DATE	STATUS	DESCRIPTION							
2 3	H50	H50	P****	94.91			201502	08/26/2015	Unpaid								

7) If there were no results yielded from the filter, the following message will be displayed.

	Contact U.S. L. Halp, L.L. acout
A CELERIAN GROUP COMPANY	
Coverage Gap Discount Program	
No results were found for the given set of criteria. Invoice Line Item Reporting	
Select which items you want to display on the report (Invoice Line Item Report Only)	
Parent Org. ID     Contract Number     P Number     Status     Reporting Period     Invoice Amount     Payment Status Date	
Reporting Filters (Invoice Line Item Report Only)	
Select Contract Number Select P Number	
Select By Status of Invoices	
Reporting Period	
Run Query for Detailed Report	
Sponsor Summary Report	
Summary Report for Contract Number:	
Reporting Period	
Sponsor Status	
<u>kun sponsor summary vuery</u>	

8) The third and final section of the *Reporting* link is the *Sponsor Summary Report*. The information can be filtered by *Summary Report for Contract Number, Reporting Period, and Sponsor Status*.

Note: If a filter is not chosen, once the *Run Sponsor Summary Query* button is clicked, all company related information will be displayed for all available reporting periods.

PALMETTO GBA, A CELERIAN GROUP COMPANY		<u>Contact Us</u>   <u>Help</u>   <u>Logout</u>
	Coverage Gap Discount Program	
	Invoice Line Item Reporting	
Select which items you want to displ	ay on the report (Invoice Line Item Report Only)	
	Parent Org. ID     Contract Number     P Number     Status       Reporting Period     Invoice Amount     Payment Status Date	
Reporting Filters (Invoice Line Item	Report Only)	
Select Contract Number		
Select P Number		
Select By Status of Vinvoices		
Reporting Period 🗸 🗸		
Run Query for Detailed Report	-	
Sponsor Summary Report         Summary Report for         Contract Number:         Reporting Period         Sponsor Status         Run Sponsor Summary Query		

9) In the example below, H0\_0 is selected and the *Sponsor Status* selected is *Pending*. Once the filters are set, choose *Run Sponsor Summary Query* and then click the *Open* decision button.

	Contact Us   Help   Logout
PALMETTO GBA.	
A CELERIAN GROUP COMPANY	n
Invoice Line Item Reporting	
Select which items you want to display on the report (Invoice Line Item Report Only)	
Parent Org. ID     Contract Number     P Number     S      Reporting Period     Invoice Amount     Payment Status Date	atus
Reporting Filters (Invoice Line Item Report Only)	
Select Contract Number	
Select P Number	
Select By Status of V Invoices	
Reporting Period	
Run Query for Detailed Report	
Sponsor Summary Report	
Summary Report for H0_0	
Reporting Period 🗸	
Sponsor Status Pending V	
Run Sponsor Summary Query	
Do you want to open or save H0 _0 _summary_report.xlsx from apps.tpadministrator.com?	en Save 🔻 Cancel 🗙

10) After clicking the Open button, the reporting information will display in Microsoft Excel.

In the following example the Parent Org ID, Contract, Reporting Period, No. of Pending, Pending Amount, Total No. and Total Invoice Amount is displayed.

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A B C	D	E F	G	H I	J K	L M N
A B C PARENT ORG. ID CONTRACT REPORTING	D NO. OF PENDING PEND	E F ING TOTAL NO.	G TOTAL INVOICE AMOUNT	H I	J K	L M N
A B C PARENT ORG. ID CONTRACT REPORTING PERIOD	D NO. OF PENDING PEND AMOU	E F NING TOTAL NO. UNT	G TOTAL INVOICE AMOUNT	H I	J K	L M N
A B C PARENT ORG. ID CONTRACT REPORTING 2 H0_0 H0_0 201502	D NO. OF PENDING AMOU 0 0	E F ING TOTAL NO. UNT 1	G TOTAL INVOICE AMOUNT 94.91	H I	J K	L M N
A         B         C           PARENT ORG. ID         CONTRACT         REPORTING           1         PERIOD         PERIOD           2         H0_0         H0_0         201502           3         H0_0         H0_0         201502	D NO. OF PENDING AMOU 0 0 0 0	E F VING TOTAL NO. UNT 1 10	G TOTAL INVOICE AMOUNT 94.91 1860.77	H I	J K	L M N

You have now completed accessing of *Reporting* Link.

# **References**

# Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare and Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
GBA	Government Benefits Administrators
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators

Error Code	Error Description
А	Available
С	Successful
CF	Clearing House Failure
D	Deferred
DB	Deferred in Batch
F	Failed
F0	Unknown failure
F001	File rejected: Each record must be in a new line
F002	File rejected: File must start with a header record
F003	File rejected: Invalid Header record
F004	File rejected: Invalid Detail record
F005	Primary ID must be 6 characters and start with XP
F006	File rejected: Each header record must contain 'HDR', Primary ID and Reporting period
F007	Invalid defer request
F008	Detail record must contain 'DET', Manufacturer, Sponsor, EFT Scheduled Date, Defer (optional)
F010	Manufacturer is not formatted properly
F011	Header row without details
F012	Already deferred
F013	No EFT information available for Sponsor
F015	Reporting period length must be 6 characters
F016	Invalid header
F017	No EFT information available for Manufacturer
F020	Contract length must be 5 characters
F023	Line item has been already processed
F025	Unparseable date
F030	Date in the past
F035	Invalid EFT
F040	Primary Id and logon do not match
F045	Line item not found.
F050	Line item not found. Attempt to pay negative invoice
F085	Scheduled payment date before invoice distribution date
F103	Single amount exception velocity amount
F105	AUTHENTICATION ERROR (Care account is not set)
F110	Payment method not found
F115	Invalid payment request
F120	Your request cannot be processed. Please revise your data and retry
F125	Routing number not found
F130	Declined
F135	Configuration is required to use the requested service

### Appendix B: System Code Descriptions

Error Code	Error Description
F140	The credentials specified do not process for the merchant location specified
F145	Terminal disabled
F150	Other UNKNOWN ERROR
F205	Read timed out
F207	Failed to create service
F209	Processing system error
F211	Invalid or missing Payment Method ID
F212	User not authorized to perform this transaction/amount
F27	Scheduled payment date after payment deadline
F305	File records belong to more than one quarter
F310	Failed - Closed / Invalid Acct
F315	Failed - Non-Sufficient funds
F320	Failed - Suspended
F325	Failed - Charged Back
F330	Failed - Resolved
F335	Invalid or missing account last four
FB	Batch Initiation Failure
FDB	Batch Defer Failure
FS120	Your request cannot be processed. Please revise your data and retry
FS135	Configuration is required to use the requested service
FS140	The credentials specified do not process for the merchant location specified
FS145	Terminal disabled
FS155	AUTHENTICATION ERROR (Care account is not set)
FS160	Payment method not found during scheduled job
FS165	Invalid payment request during scheduled job
FS170	Request failed during a scheduled job
FS255	Read timed out on scheduled job
Ι	Incomplete
INI	Payment Initiated
INIB	Initiated in a Batch
INIS	Payment Initiated by Scheduler
Р	Pending
S	Scheduled Payment for Future Date
SP	Stopped Payment
W27	Scheduled payment date after payment deadline, not used

#### Appendix C: Sponsor Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Parent Organization ID and reporting period to be included in the header record to create a batch upload file.

The format of the header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Parent Org. ID	05	Responsible Contract Number or ST Number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the detail record(s) will be as follo
---

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
Contract Number	05	Submitting Contract Number
Data divider	01	; (semicolon)
P Number	05	Manufacturer P Number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P Number,
		Contract Number. Example of format: CGYYQQ####H####
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD
		format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice.
		Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

# <u>Glossary</u>

<u>Term</u>	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the <u>Invoice Amt.</u> and <u>Previous Deferred Amount fields</u> .
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 following 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 YYYYMMDD. Time format is HH:MM.
Defer	Provides a check box available for selection when the <u>Invoiced Amt.</u> or the combination of the <u>Invoiced Amt.</u> and the <u>Previous Deferred 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. Report type that provides the ability to enter dispute requests and review the status of
Dispute	entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; #### for the P Number and ##### for the Contract Number. Example: CG14031##1H1##1.

<u>Term</u>	Definition
	Status designation of an invoice that denotes that one or more items has an
Failed (Status)	unsuccessful payment attempt.
	Provides an informational message when an invoice line item does not successfully
Failed (Code)	process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions
	Status designation of an invoice that denotes that one or more items have not been
Incomplete	paid.
Initiate	Provides a check box to allow the payment process to begin for an individual invoice
Payment	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 line items
Period	displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.
Logout	Provides one-click access for logging out of the system.
	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
Manufacturer	A graement item Li
Wandlacturei	Provides ability to enter and review business contact information for Manufacturers
My Profile	and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place
	Pending contract number assigned by CMS which allows participation in the
P Number	Coverage Gap Discount Program
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
	Displays the current date of a generated invoice line item payment, in
Payment Date	MM/DD/YYYY format.
D (D	Region of the active tab that provides the final date invoice line item payments are
Payments Due	due to be initialized.
Pending	status designation of an involce that denotes that all line items have been initiated
Previous	successiumy.
Deferred	
Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
	Status designation of an invoice that denotes payment is in the applicable bank
Received	account

Term	Definition
Reporting	Quarter and Calendar year, in YYYYQQ format, that prescription drug event data is
Period	distributed to Manufacturers and Sponsors.
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.</i> <i>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.
	Displays the total dollar amount of invoice line items that have successfully paid and
Total	are no longer visible in the <b>Payments Initiation</b> or <b>Payments Pending Transaction</b>
Successful	regions of the <b>Payments</b> tab.
	Credential information provided by TPA to Manufacturer or Sponsor for access to
	system.
User ID	User ID is the Parent Organization ID (Parent Org. ID)