

***Coverage Gap Discount Program (CGDP)
CGDP Portal Direct Payment Process***

Manufacturer Portal Users Guide

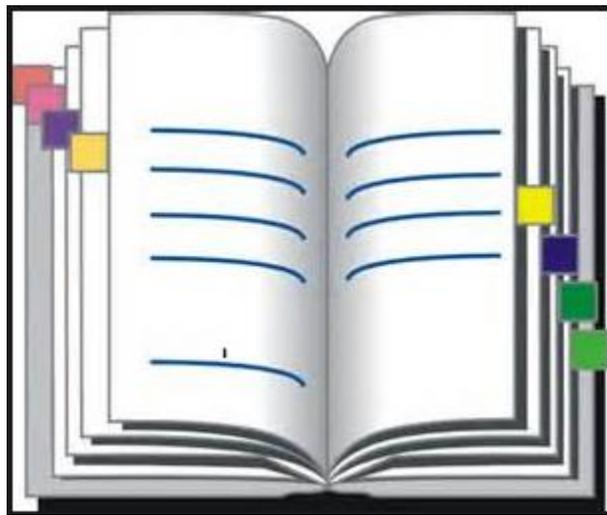


Table of Contents

Manufacturer Benefit Year (BY) Closeout Process 4

CGDP Portal Home Tab 5

Tabbed Region – Home 6

Filter Region – Home..... 7

Welcome Message Region..... 7

Filter Results Region – Home..... 8

Status Definitions Region 9

No Invoice Activity Region 9

CGDP Portal Receipts Tab BY Closeout Invoices 11

Reimbursement Report Year Region 12

Receipts Transactions Region for BY Closeout Invoices 12

CGDP Portal Instructions – BY Closeout Invoice Receipts 13

Reviewing BY Closeout Invoices on the Receipts Tab 13

CGDP Portal Reports – Invoice 18

Tabbed Region – Reports..... 19

Report Type Selection Region – Invoice 19

Current Cutoff Calendar Region 19

Reports Filter Region – Invoice..... 20

Reports Filter Results Region – Invoice 20

CGDP Portal Instructions –Invoice Reports 21

Accessing BY Closeout Invoice Reports 21

CGDP Portal Reports – Data 25

Tabbed Region – Reports..... 26

Report Type Selection Region – Data..... 26

Current Cutoff Calendar Region 26

Reports Filter Region – Data 27

Reports Filter Results Region – Data..... 27

CGDP Portal Instructions – Data Reports..... 29

Accessing BY Closeout Data Reports 29

CGDP Portal Reports – Tracking..... 35

Tabbed Region - Reports 37

Report Type Selection Region - Tracking 37

Current Cutoff Calendar Region 37

Reports Filter Region – Tracking..... 38

Reports Filter Results Region – Tracking..... 38

CGDP Portal Instructions – Tracking Reports..... 39
 Accessing Tracking Reports 39

Manufacturer Benefit Year (BY) Closeout Process

CMS is announcing the upcoming release of a set of new reports, the Benefit Year Closeout Invoice Reports for Manufacturers and Part D Sponsors. These reports will be released annually through the Third Party Administrator (TPA) approximately fifteen months after a benefit year's Quarter 17 invoice receipt date.

The close out reports will communicate to Manufacturers the status of all upheld disputes for the closed benefit year. These reports will provide information whether or not correction of the disputed Prescription Drug Event (PDE) record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data.

This reporting process also allows the Part D Sponsor to remit payment for any gap discounts invoiced in Q17 that were successfully disputed and for any successful disputes from previous quarters of the benefit year in which the Part D Sponsor has only recently corrected. Manufacturers should note that successful disputes could result in a full adjustment, partial adjustment, or no adjustment to the gap discount amount.

The benefit year closeout reports will be released on an annual basis with the 2011 Benefit Year Closeout Invoice Reports expected for release on July 15, 2016. The TPA will send a notification when the reports are distributed. The file layouts for the new BY Closeout reports are located on the TPA website under the *References* section

The subsequent pages display the changes to the CGDP Portal in response to the BY Closeout reports for Manufacturers. Tabs affected with the BY Closeout updates are:

- Home tab
- Receipts tab
- Reports tab – Invoice reports
- Reports tab – Data reports
- Reports tab – Tracking reports

CGDP Portal Home Tab

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

The screenshot shows the CGDP Portal Home Tab interface. At the top left, there are logos for PALMETTO GBA (A CELERIAN GROUP COMPANY) and CMS (CENTERS FOR MEDICARE & MEDICAID SERVICES). On the top right, there are links for Contact Us, My Profile, Logout, Help, and Reporting, along with a login status: Logged on as XHK7 Test Environment.

Region 1: A navigation bar with tabs: Home (highlighted with a red box), Payments, Completed, Receipts, Reports, and Disputes.

Region 2: A filter section with dropdown menus for Corporate ID (XP1__9), Invoice Type (ALL), P Number (ALL), Reporting Period (ALL), and Status (ALL). It indicates '1 - 3 out of 3' items.

Region 3: A welcome message box stating: '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.'

Region 4: A table of invoice results:

Invoice Type	Corporate ID	P Number	Reporting Period	Status	Select
CY Closeout	XP1__9	P1__9	2016	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201503	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201502	Available	<input type="radio"/>

Region 5: A legend for invoice statuses:

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

Region 6: A section titled 'Reporting Periods with no invoice line items' with filter dropdowns for P Number (ALL) and Reporting Period (ALL). Below is a table of reporting periods:

P Number	Reporting Period
P1__9	201601
P1__9	201504
P1__9	201501
P1__9	201404

The **Home** tab contains six 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. **Filter region** provides a user with the ability to search data listed by the defaulted Corporate ID.
3. **Welcome Message region** provides a message of activities that are available in the system.
4. **Filter Results region** displays results based on data entered into the **Filter region**. The **Filter Results region** may contain two types of distributed invoices, Quarterly invoices and CY Closeout invoices.
5. **Status Definitions region** provides definitions of the statuses displayed in the **Filter Results region**.
6. **No Invoice Activity region** displays all reporting periods that did not receive distributed invoices for assigned P numbers. This region provides notification to Manufacturers of periods where there was no coverage gap PDE activity available for the specified reporting period.

The upcoming pages will describe each region and its associated functions in detail.

Tabbed Region – Home

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

- Home
- Reports
- Disputes



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

- Payments
- Completed
- Receipts



Filter Region – Home

The **Filter region** on the **Home** tab contains six fields to assist a user with narrowing distributed invoice criteria:

2

A Corporate ID	B Invoice Type	C P Number	D Reporting Period	E Status	F 1 - 3 out of 3
XP1_9	ALL	ALL	ALL	ALL	

- A. Corporate ID field defaults to the Corporate ID utilized to access the system.
- B. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
- BY Closeout
 - Quarterly
- C. P Number field allows a user to select a P number, associated with the Corporate ID, from the drop down list.
- Note:** Manufacturers may have multiple P numbers associated with the Corporate ID. To view all P numbers for the Corporate ID, users can select ‘ALL’ from the drop down list.
- D. Reporting Period field allows a user select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format for quarterly data and by calendar year, in YYYY format for BY Closeout data. To view all distributed invoices, users can select ‘ALL’ from the drop down list.
- E. Status field allows a user select a specific status assigned to distributed invoices or allows a user to select ‘ALL’ to view all statuses assigned. Statuses can be one of five selections:
- Available
 - Failed
 - Incomplete
 - Pending
 - N/A
 - Successful
- F. Item Count field displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Welcome Message Region

The **Welcome Message region** on the **Home** tab 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.

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.

Filter Results Region – Home

The **Filter Results region** on the **Home** tab displays information requested in the **Filter region – Home** based on the data selected in the Invoice Type, P Number, Reporting Period, or Status fields.

The **Filter Results region** contains five fields that assist a user in reviewing distributed invoices for processing payment initiations:

4

A <u>Invoice Type</u>	B <u>Corporate ID</u>	C <u>P Number</u>	D <u>Reporting Period</u>	E <u>Status</u>	F <u>Select</u>
CY Closeout	XP1__9	P1__9	2016	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201503	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201502	Available	<input type="radio"/>

- A. Invoice Type field displays the types of invoices available, either Quarterly or BY Closeout.
- B. Corporate ID field defaults to the Corporate ID utilized to access the system.
- C. P Number field displays a specific P number or all P numbers associated with the Corporate ID, based on the distributed invoice line selected in the **Filter region** on the **Home** tab.
- D. Reporting Period field displays BY Closeout invoices by calendar year, in YYYY format and quarterly invoices distributed by calendar year and quarter, in YYYYQQ form and by calendar year, in YYYY format for BY Closeout data. The field can display specific quarters or all distributed quarters, based on the selection criteria used in the **Filter region**.
- E. Status field displays the status of distributed invoices. The field can display data for one status type or display all statuses, based on the selection criteria used in the **Filter region**.
- F. Select radio button allows a user select an individual distributed invoice line to access the line items associated with the distributed invoice. This action also activates all tabs in the **Tabbed region**.

This example displays the populated Select radio button for a specific invoice line item.

4

A <u>Invoice Type</u>	B <u>Corporate ID</u>	C <u>P Number</u>	D <u>Reporting Period</u>	E <u>Status</u>	F <u>Select</u>
CY Closeout	XP1__9	P1__9	2016	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201503	Available	<input checked="" type="radio"/>
Quarterly	XP1__9	P1__9	201502	Available	<input type="radio"/>

Status Definitions Region

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

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

No Invoice Activity Region

The **No Invoice Activity region** on the **Home** tab provides a listing of P numbers without distributed invoices for specific reporting periods.

The **No Invoice Activity region** contains two fields that assist a user in reviewing reporting periods with no invoice distributions:

6

Reporting Periods with no invoice line items

Filter by: **A** P Number **B** Reporting Period

ALL ALL

P Number	Reporting Period
P1__9	201601
P1__9	201504
P1__9	201501
P1__9	201404

- A. P Number field displays a specific P number or all P numbers associated with the Corporate ID. Users are able to sort via the drop down menu in the field to view a specific P Number. Field defaults to 'ALL'.
- B. Reporting Period field displays reporting periods with no distributed invoices for P Numbers associated with the Corporate ID. Users are able to sort via the drop down menu in the field to view a specific Reporting Period. Field defaults to 'ALL'.

If there are no reporting periods to display in the **No Invoice Activity region**, the region will appear like this:

Reporting Periods with no invoice line items

Filter by: P Number Reporting Period

 ALL ▼ ALL ▼

P Number Reporting Period

There is an invoice report for the selected P Number

CGDP Portal Receipts Tab BY Closeout Invoices

The **Receipts** tab allows a user to review negative invoice line item amounts due from Sponsors for either adjusted PDE data for quarterly invoice processing or upheld disputes not previously invoiced for end of benefit year processing for BY Closeout processing. The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

The screenshot shows the 'Receipts' tab in the CGDP Portal. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and a user login status. The 'Receipts' tab is highlighted in the navigation menu. Below the navigation, there is a search bar with fields for Contract Number, Corporate ID, and P Number, and a dropdown for Reimbursement Report Year set to 2016. A table of invoices is displayed with columns for Contract Number, Invoiced Amount, Payment Date, Status, and EFTID. To the right of the table is a 'Receipt Information for P1__6' box showing summary statistics. Below the table is a footnote explaining how to view receipts for a different reporting period. To the right of the table is a 'Possible Statuses' legend.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H8__7	\$989.93		Pending	UD20161__6H8__7
H8__4	\$3,897.86		Pending	UD20161__6H8__4
H8__8	\$2,215.63		Received	UD20161__6H8__8
H8__4	\$6.43		Deferred	UD20161__6H8__4
H8__1	\$352.48		Outstanding	UD20161__6H8__1

Receipt Information for P1__6	
Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses

- Received** Funds should now be available in your account
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding** Payer has not yet initiated payment
- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful

For the BY Closeout, the differences between quarterly invoice processing and BY Closeout processing are:

- Update of the **Invoice Reporting Period region** to the **Reimbursement Report Year region**
- Update to the format of the **EFT ID** field pertaining to BY Closeout invoices in the **Receipts Transactions region**

All other **Receipts** tab functionality remains the same.

Coming up, the next page will display the regions that contain differences in the **Receipts** tab based on processing BY Closeout invoices. All other **Receipts** tab functionality remains the same as quarterly invoice processing.

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Receipts** tab displays the specified reimbursement report period, in YYYY format, based on the invoicing period selected on the **Home** tab.

The example displays the report year listed in the **Reimbursement Report Year region** that completed invoice line items appearing in the **Receipts Filter Results** region are associated.

2 Reimbursement Report Year: 2016

This region also contains a footnote in regards to the data displayed in either the **Invoice Reporting** or **Reimbursement Report Year regions**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

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

Receipts Transactions Region for BY Closeout Invoices

The **Receipts Transactions region** contains five fields that provide lists of negative invoice line items that are pending completion of the payment process from a Sponsor for both quarterly and BY closeout invoices. The invoices selected on the **Home** tab drives information displayed on the **Receipts** tab.

The fields displayed in the **Receipts Transactions region** are the same, with the only difference pertaining to the **EFT ID** field data for BY Closeout receipt invoice types:

E. **EFT ID** field displays EFT identifying information for BY Closeout invoice receipts.

5	A Contract Number	B Invoiced Amount	C Payment Date	D Status	E EFTID
	H8__7	\$989.93		Pending	UD20161__6H8__7
	H8__4	\$3,897.86		Pending	UD20161__6H8__4
	H8__8	\$2,215.63		Received	UD20161__6H8__8
	H8__4	\$6.43		Deferred	UD20161__6H8__4
	H8__1	\$352.48		Outstanding	UD20161__6H8__1

The format of the **EFT ID** for BY Closeout is **UDYYYY9999H9999**:

- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

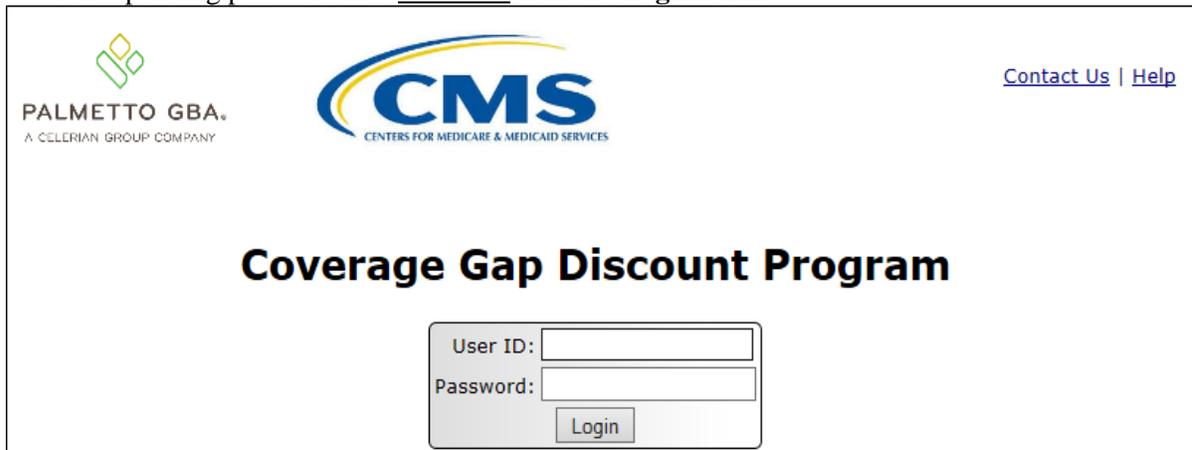
CGDP Portal Instructions – BY Closeout Invoice Receipts

Reviewing BY Closeout Invoices on the Receipts Tab

Manufacturers are able to utilize the CGDP Portal to view the status of BY Closeout negative invoice line items that are due for receipt. The **Receipts** tab provides Manufacturers with the capability to view the status invoice payments due from Sponsors.

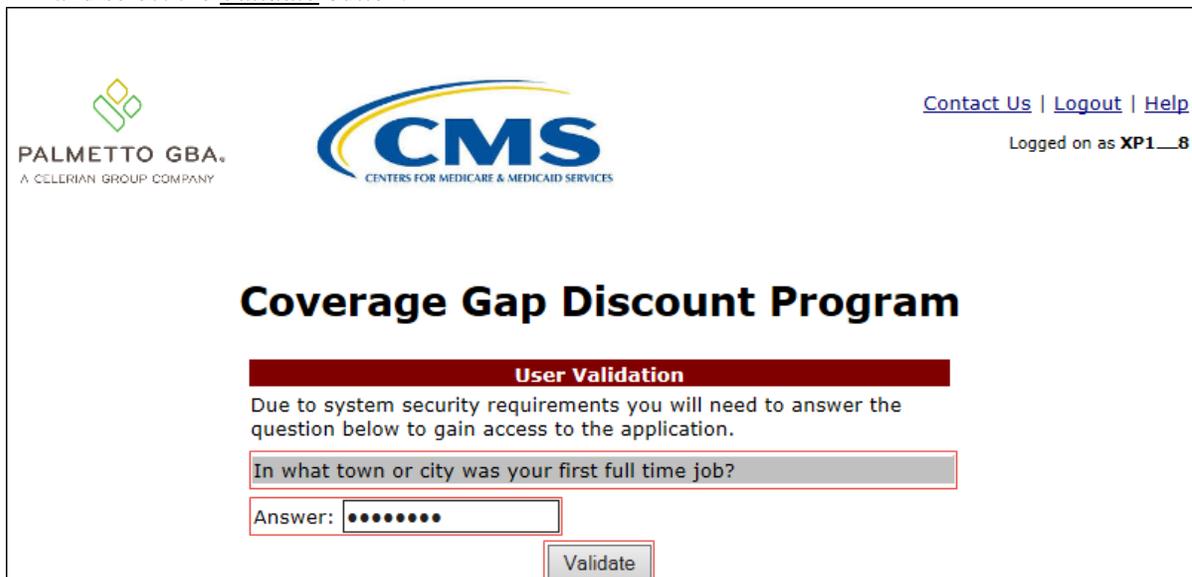
This instruction provides direction on accessing the **Receipts** tab for BY Closeout invoicing and the functions available for use.

- 1) Authorized users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into Password field the **Login form**.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

- 2) After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



The screenshot shows the user validation screen. At the top left is the Palmetto GBA logo. In the center is the CMS logo. At the top right are links for [Contact Us](#), [Logout](#), and [Help](#), along with the text "Logged on as XP1...8". The main heading is "Coverage Gap Discount Program". Below this is a red banner with the text "User Validation". Underneath, a message states: "Due to system security requirements you will need to answer the question below to gain access to the application." A text box contains the question: "In what town or city was your first full time job?". Below the question is an "Answer:" field with seven dots representing a masked input. A "Validate" button is located at the bottom right.

3) On the **Home** tab, select a type of invoice to view from the Invoice Type field.

Corporate ID: XP1__6 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 2 out of 2

Invoice Type	P Number	Reporting Period	Status	Select
CY Closeout	P1__6	2016	N/A	<input checked="" type="radio"/>
Quarterly	P1__6	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items
 Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1__6	201601
P1__6	201504
P1__6	201503

4) Populate the Select radio button for the reporting period and select the **Receipts** tab to view the invoice line items for the specific reporting period.

Corporate ID: XP1__6 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 2 out of 2

Invoice Type	P Number	Reporting Period	Status	Select
CY Closeout	P1__6	2016	N/A	<input checked="" type="radio"/>
Quarterly	P1__6	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items
 Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1__6	201601
P1__6	201504
P1__6	201503

- 5) On the **Receipts** tab, review the **Receipt Information region** for received, deferred, pending, and outstanding negative invoice line items.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and user information. The 'Receipts' tab is selected. Below the navigation bar, there are filters for Contract Number (ALL), Corporate ID (XP1__6), P Number (P1__6), and Reimbursement Report Year (2016). A table lists receipt details with columns for Contract Number, Invoiced Amount, Payment Date, Status, and EFTID. A summary table on the right shows 'Receipt Information for P1__6' with totals for Owed, Received, Deferred, Pending, and Outstanding. A 'Possible Statuses' box explains the meaning of Received, Pending, Outstanding, Deferred, and Failed.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H8__7	\$989.93		Pending	UD20161__6H8__7
H8__4	\$3,897.86		Pending	UD20161__6H8__4
H8__8	\$2,215.63		Received	UD20161__6H8__8
H8__4	\$6.43		Deferred	UD20161__6H8__4
H8__1	\$352.48		Outstanding	UD20161__6H8__1

Receipt Information for P1__6	
Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses

- Received** Funds should now be available in your account
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding** Payer has not yet initiated payment
- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

- 6) Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the **Status** populated with Received.

This screenshot is identical to the previous one, but the row for Contract Number H8__8, Invoiced Amount \$2,215.63, Status Received, and EFTID UD20161__6H8__8 is highlighted with a red border to indicate it has been selected.

- 7) Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status populated with Deferred.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and user information. A breadcrumb trail includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The 'Receipts' tab is active. Below the navigation, there are filters for 'Contract Number', 'Corporate ID', and 'P Number'. A table lists invoice line items with columns for Contract Number, Invoiced Amount, Payment Date, Status, and EFTID. The row for 'H8__4' with a status of 'Deferred' is highlighted with a red box. To the right, a 'Receipt Information for P1__6' summary shows 'Total Deferred' as \$6.43, also highlighted. A 'Possible Statuses' section provides definitions for Received, Pending, Outstanding, Deferred, and Failed.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H8__7	\$989.93		Pending	UD20161__6H8__7
H8__4	\$3,897.86		Pending	UD20161__6H8__4
H8__8	\$2,215.63		Received	UD20161__6H8__8
H8__4	\$6.43		Deferred	UD20161__6H8__4
H8__1	\$352.48		Outstanding	UD20161__6H8__1

Receipt Information for P1__6	
Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses

- Received** Funds should now be available in your account
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding** Payer has not yet initiated payment
- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

- 8) Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the Status populated with Pending.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' interface, similar to the previous one. In this instance, the 'H8__4' invoice line item has a status of 'Pending' and is highlighted with a red box. The 'Receipt Information for P1__6' summary shows 'Total Pending' as \$4,887.79, also highlighted. The 'Possible Statuses' section remains the same.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H8__7	\$989.93		Pending	UD20161__6H8__7
H8__4	\$3,897.86		Pending	UD20161__6H8__4
H8__8	\$2,215.63		Received	UD20161__6H8__8
H8__4	\$6.43		Deferred	UD20161__6H8__4
H8__1	\$352.48		Outstanding	UD20161__6H8__1

Receipt Information for P1__6	
Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses

- Received** Funds should now be available in your account
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding** Payer has not yet initiated payment
- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

9) Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the **Status** populated with Outstanding.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XP1__6**
 Test Environment

[Home](#) | [Payments](#) | [Completed](#) | **Receipts** | [Reports](#) | [Disputes](#)

Manufacturer Portal CGDP Receipts

Reimbursement Report Year: **2016**¹

Contract Number: Corporate ID: XP1__6 P Number: 1 - 5 out of 5

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H8__7	\$989.93		Pending	UD20161__6H8__7
H8__4	\$3,897.86		Pending	UD20161__6H8__4
H8__8	\$2,215.63		Received	UD20161__6H8__8
H8__4	\$6.43		Deferred	UD20161__6H8__4
H8__1	\$352.48		Outstanding	UD20161__6H8__1

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipt Information for P1__6

Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses

- Received** Funds should now be available in your account
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding** Payer has not yet initiated payment
- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful

You have now completed reviewing BY Closeout invoice line item receipts.

CGDP Portal Reports – Invoice

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

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information

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

Reports Filter
 Corporate ID: XP1__9
 P Number: ALL
 Reporting Period: ALL
 Invoice Type: ALL

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Download Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	06/29/2016 @ 11:40 AM
Quarterly	P1__9	201504	01/29/2016	<input type="radio"/>	06/29/2016 @ 11:33 AM
Quarterly	P1__9	201503	10/29/2015	<input type="radio"/>	
Quarterly	P1__9	201502	08/26/2015	<input type="radio"/>	

The **Reports – Invoice** tab contains five regions.

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

This section will define the topic of Invoice reports.

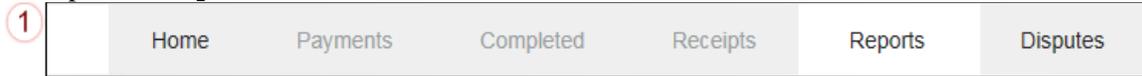
Note: Description of the Data, Tracking, Batch, and Sponsor 1099 Information report types follow in subsequent sections of the manual for each report type.

3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
4. **Reports Filter region** allows a user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

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

Tabbed Region – Reports

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



Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with five report selections to display or download distributed files and reports.

- Invoice
- Data
- Tracking
- Batch
- Sponsor 1099 Information

The default selection for the **Report Type Selection region** is Invoice, displayed in this example.

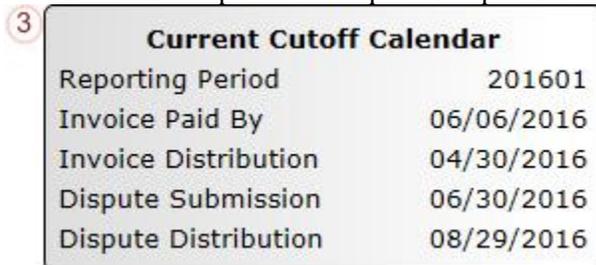


The population of the Invoice radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Description of the Data, Tracking, Batch, and Sponsor 1099 Information report types follow in subsequent sections of the manual for each report type.

Current Cutoff Calendar Region

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



A table titled 'Current Cutoff Calendar' with two columns: the first column lists the activity and the second column lists the date. A red circle with the number '3' is positioned to the left of the title.

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

Reports Filter Region – Invoice

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

4

A Corporate ID XP1__9	B P Number ALL ▼	C Reporting Period ALL ▼	D Invoice Type ALL ▼	E 1 - 4 out of 4
---------------------------------	----------------------------	------------------------------------	--------------------------------	-------------------------

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

Reports Filter Results Region – Invoice

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

The **Reports Filter Results region – Invoices** contains six fields used to review information of distributed invoices and allows a user to download the information for review.

5

A Invoice Type	B P Number	C Reporting Period	D Date Loaded	E Download File	F Last Download Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	06/29/2016 @ 11:40 AM
Quarterly	P1__9	201504	01/29/2016	<input type="radio"/>	06/29/2016 @ 11:33 AM
Quarterly	P1__9	201503	10/29/2015	<input type="radio"/>	
Quarterly	P1__9	201502	08/26/2015	<input type="radio"/>	

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

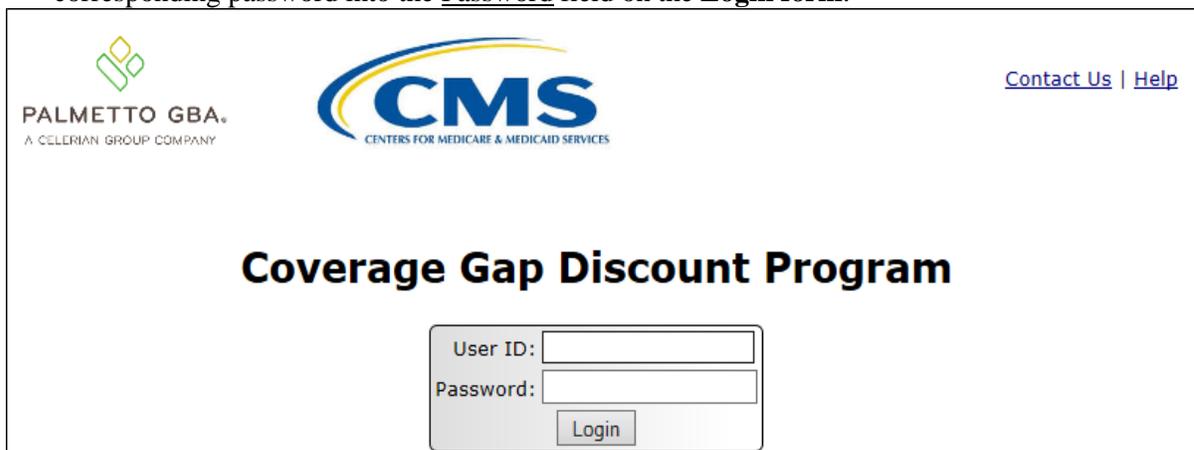
CGDP Portal Instructions –Invoice Reports

Accessing BY Closeout Invoice Reports

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

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

1. Authorized users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.



PALMETTO GBA.
A CELERIAN GROUP COMPANY

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

[Contact Us](#) | [Help](#)

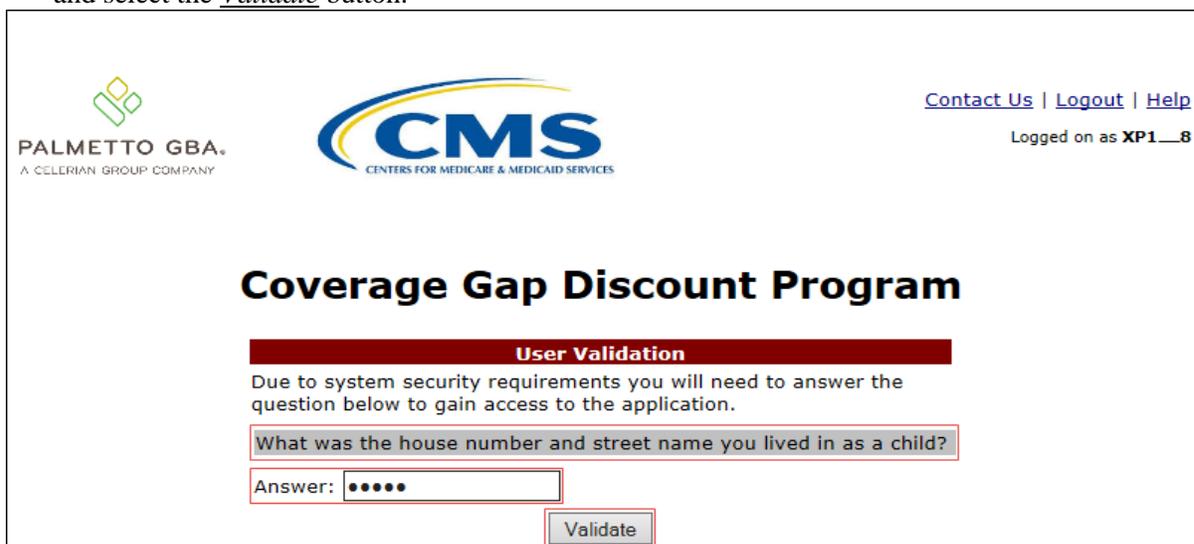
Coverage Gap Discount Program

User ID:

Password:

Login

2. After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



PALMETTO GBA.
A CELERIAN GROUP COMPANY

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

[Contact Us](#) | [Logout](#) | [Help](#)

Logged on as **XP1...8**

Coverage Gap Discount Program

User Validation

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

What was the house number and street name you lived in as a child?

Answer:

Validate

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

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__9 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 2 out of 2

Invoice Type	Corporate ID	P Number	Reporting Period	Status	Select
CY Closeout	XP1__9	P1__9	2016	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201503	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items
 Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1__9	201601
P1__9	201504
P1__9	201501
P1__9	201404

- On the **Reports** tab, populate the radio button for Invoice in the **Report Type Selection** region and select the applicable Invoice Type from the drop down list located in the **Reports Filter** region – **Invoice**.

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information

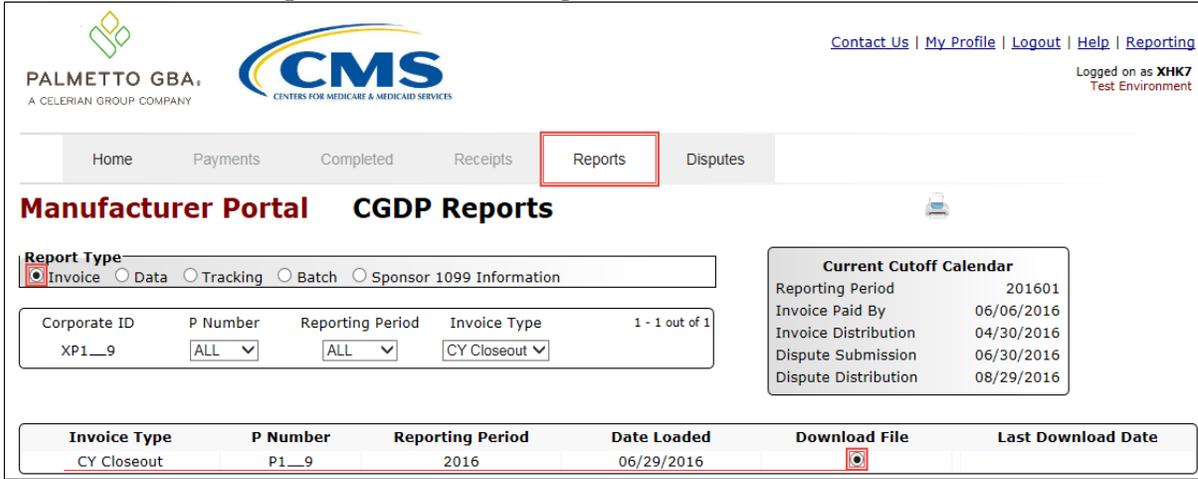
Corporate ID: XP1__9 | P Number: ALL | Reporting Period: ALL | Invoice Type: CY Closeout | 1 - 1 out of 1

Current Cutoff Calendar

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

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Download Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	

- To view the invoice line item report, populate the radio button that corresponds to the applicable **P Number** in the **Reports Filter Results region – Invoice**.



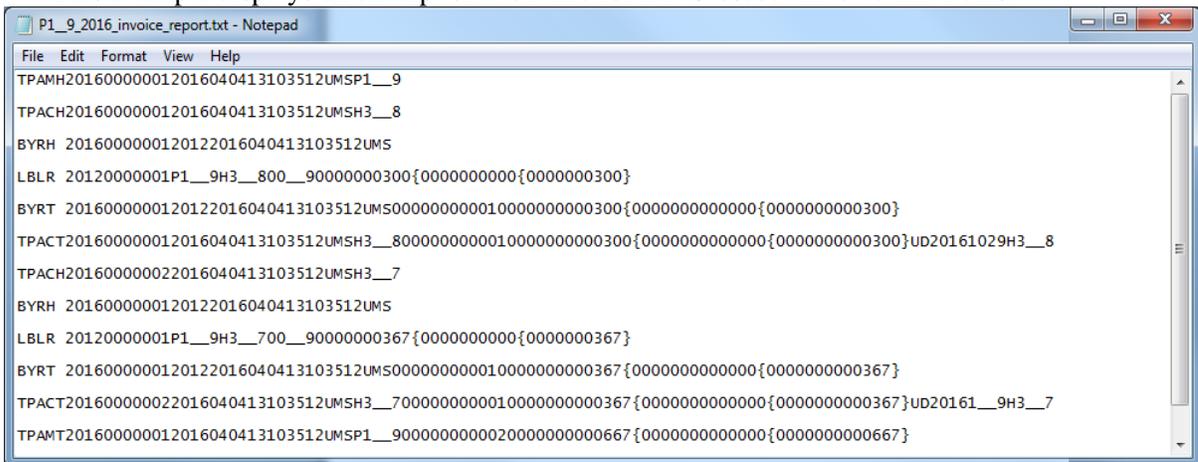
- Select one of the decision buttons in the message that appears at the bottom of the screen.
 - Open* to view the data in text file format
 - Save* to save the data in text file format
 - Cancel* to exit the decision message

This example displays the selected *Open* button.



- After clicking the *Open* button, the text file information for the invoice line item will display.

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



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

9. The **Reports Filter Results region – Invoice** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific BY Closeout report in the Last Download field.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. At the top, there are logos for PALMETTO GBA and CMS. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports' (highlighted with a red box), and 'Disputes'. Below the navigation bar, there are filter options for 'Report Type' (Invoice, Data, Tracking, Batch, Sponsor 1099 Information) and a 'Current Cutoff Calendar' box with details for 201601. A table below the filters shows report details for Corporate ID 'XP1__9', P Number 'ALL', Reporting Period 'ALL', and Invoice Type 'CY Closeout'. At the bottom, a table lists reports with columns for Invoice Type, P Number, Reporting Period, Date Loaded, Download File, and Last Download Date. The 'Last Download Date' for the 'CY Closeout' report is '06/29/2016 @ 11:40 AM', which is highlighted with a red box.

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Download Date
CY Closeout	P1__9	2016	06/29/2016	○	06/29/2016 @ 11:40 AM

You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal Reports – Data

The **Reports – Data** tab allows a user to review data information. The Manufacturer Reimbursement Detail Report will report any gap discount payments due from the Sponsor due to upheld disputes from Quarter 17 or previous quarters of the benefit year.

Report Type

Invoice Data Tracking Batch Sponsor 1099 Information

Current Cutoff Calendar

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

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	06/29/2016 @ 11:40 AM	<input type="radio"/>	06/29/2016 @ 11:42 AM
Quarterly	P1__9	201504	04/13/2015	<input type="radio"/>	06/29/2016 @ 11:33 AM	<input type="radio"/>	06/29/2016 @ 11:36 AM

The **Reports – Data** tab contains five regions.

1. **Tabbed region** displays the tabbed page that is currently active.
2. **Report Type Selection region – Data** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Sponsor 1099 Information

This section will define the topic of Data reports.

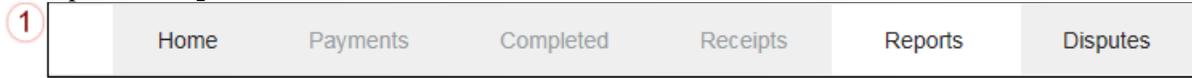
Note: Description of the Tracking, Batch, and Sponsor 1099 Information report types follow in subsequent sections of the manual for each report type. Description and instruction of Invoice report types located in a prior section.

3. **Current Cutoff Calendar region** provides user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Data** allows a user to search for data listed by the defaulted Corporate ID or P number.
5. **Reports Filter Results region – Data** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

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

Tabbed Region – Reports

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

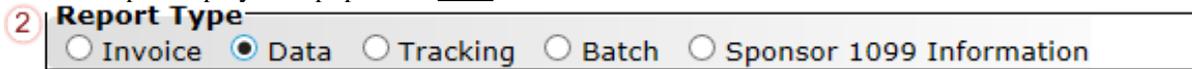


Report Type Selection Region – Data

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

- Invoice
- Data
- Tracking
- Batch
- Sponsor 1099 Information

This example displays the populated Data radio button.



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

Current Cutoff Calendar Region

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

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

Reports Filter Region – Data

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

4

A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 2 out of 2
<input type="text" value="XP1__9"/>	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>	

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

Reports Filter Results Region – Data

The **Reports Filter Results region – Data** displays information requested for data reports.

The **Reports Filter Results region – Data** contains eight fields that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

5

A Invoice Type	B P Number	C Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	06/29/2016 @ 11:40 AM	<input type="radio"/>	06/29/2016 @ 11:42 AM
Quarterly	P1__9	201504	04/13/2015	<input type="radio"/>	06/29/2016 @ 11:33 AM	<input type="radio"/>	06/29/2016 @ 11:36 AM

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

- G. Download Spreadsheet field displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.
- H. Last Spreadsheet Downloaded Date field displays the last date and time distributed spreadsheet invoice summary data retrieved from the Portal. Date format is YYYYMMDD. Time format is HH:MM.

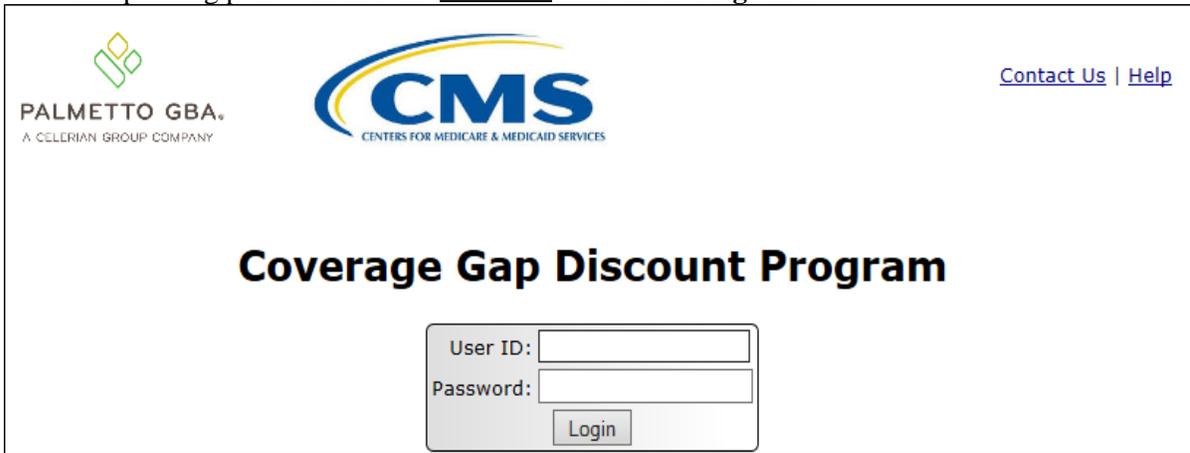
CGDP Portal Instructions – Data Reports

Accessing BY Closeout Data Reports

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

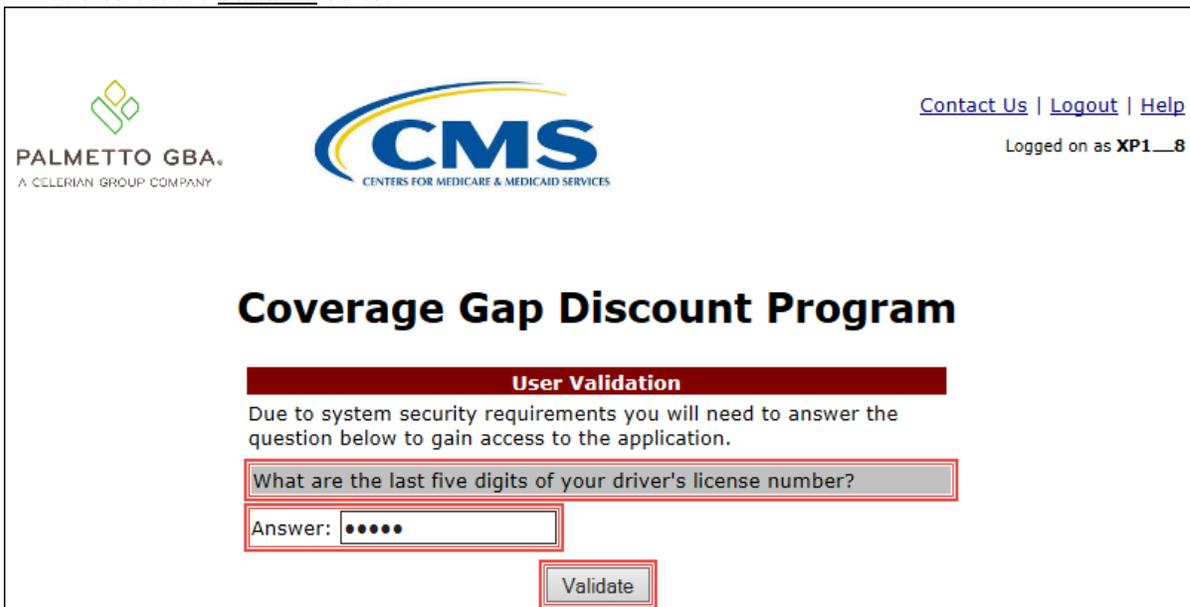
This instruction provides direction on accessing the **Reports – Data** tab and the functions available for use.

1. Authorized users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

2. After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



The screenshot shows the user validation page. At the top left is the Palmetto GBA logo. In the center is the CMS logo. At the top right are links for [Contact Us](#), [Logout](#), and [Help](#), along with the text "Logged on as XP1__8". The main heading is "Coverage Gap Discount Program". Below this is a red banner with the text "User Validation". Underneath, a message states: "Due to system security requirements you will need to answer the question below to gain access to the application." A question box contains the text: "What are the last five digits of your driver's license number?". Below the question is an "Answer:" field with five dots. A "Validate" button is located at the bottom right of the form.

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

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__9 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL

Invoice Type	Corporate ID	P Number	Reporting Period	Status	Select
CY Closeout	XP1__9	P1__9	2016	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201503	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1__9	201601
P1__9	201504
P1__9	201501
P1__9	201404

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

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information

Corporate ID: XP1__9 | P Number: ALL | Reporting Period: ALL | Invoice Type: CY Closeout

Current Cutoff Calendar

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

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>		<input type="radio"/>	

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

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information

Corporate ID	P Number	Reporting Period	Invoice Type	1 - 1 out of 1
XP1_9	ALL	ALL	CY Closeout	

Current Cutoff Calendar

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

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	P1_9	2016	06/29/2016	<input checked="" type="radio"/>		<input type="radio"/>	

- Select one of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.

Do you want to open or save P1_9_2016_detail_report.txt from a70lppaltdi003.a70adexmed.com? X

- After clicking the Open button, the text file information for the invoice line item will display.

```

TPAMH201600000012016032310030612UMDP1__9

TPALH2016000000120122016032310030612UMD00__9

DETM0000000100__9633910      00000619227202001000001500020121201011_____8      0000001326G0000000000
{0000001326P201204D04
DETM0000000200__9643910      00000357129007028000001200020120607011_____6      0000000150{0000000000
{0000000150}201202D04
TPALT2016000000120122016032310030612UMD00__9000000000020000000001476G00000000000000{0000000001476P

TPAMT201600000012016032310030612UMDP1__9000000000020000000001476G00000000000000{0000000001476P
  
```

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

9. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Report Downloaded Date field.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 PALMETTO GBA, A CELERIAN GROUP COMPANY | CMS CENTERS FOR MEDICARE & MEDICAID SERVICES | Logged on as **XHK7** Test Environment

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

Manufacturer Portal CGDP Reports

Report Type:
 Invoice **Data** Tracking Batch Sponsor 1099 Information

Corporate ID: XP1__9 | P Number: ALL | Reporting Period: ALL | Invoice Type: CY Closeout | 1 - 1 out of 1

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

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	06/29/2016 @ 10:29 AM	<input type="radio"/>	

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

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 PALMETTO GBA, A CELERIAN GROUP COMPANY | CMS CENTERS FOR MEDICARE & MEDICAID SERVICES | Logged on as **XHK7** Test Environment

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

Manufacturer Portal CGDP Reports

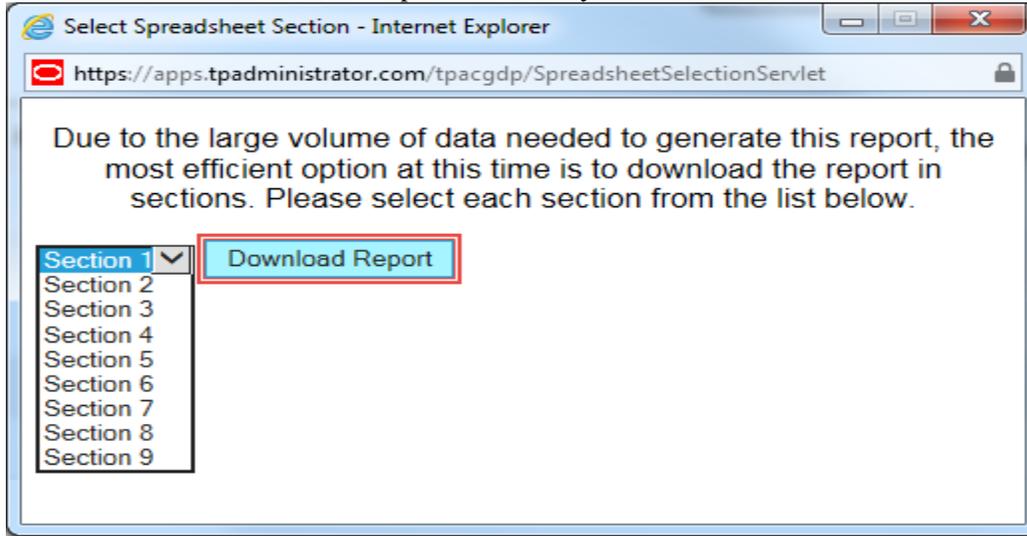
Report Type:
 Invoice **Data** Tracking Batch Sponsor 1099 Information

Corporate ID: XP1__9 | P Number: ALL | Reporting Period: ALL | Invoice Type: CY Closeout | 1 - 1 out of 1

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

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	P1__9	2016	06/29/2016	<input type="radio"/>	06/29/2016 @ 10:29 AM	<input checked="" type="radio"/>	

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



12. Select one of the decision buttons in the message that appears at the bottom of the screen:
 - Open to view the data in Excel spreadsheet format
 - Save to save the data in Excel spreadsheet format
 - Cancel to exit the decision message

This example displays the selected Open button.



13. After clicking the Open button, an Excel spreadsheet containing the invoice line item summary will display.

	TPAMH - MANUFACTURER P-NUMBER (pos 36-40)	TPAMH - REPORT YEAR (pos 6-9)	TPALH - LABELER CODE (pos 40-44)	DETMD - RECORD TYPE (pos 1-5)	DETMD - SEQUENCE NO (pos 6-12)	DETMD - PRODUCT SERVICE ID (pos 13-31)	DETMD - PRESCRIPTION SERVICE REFERENCE NO (pos 32-43)	DETMD - FILL NUMBER (pos 44-45)	DETMD - DAYS SUPPLY (pos 46-48)	DETMD - QUANTITY DISPENSED (pos 49-58)	DETMD - DATE OF SERVICE (pos 59-66)	DETMD - SERVICE PROVIDER ID (pos 67-68)	DETMD - SERVICE PROVIDER QUALIFIER (pos 69-83)	DETMD - REPORTED GAP DISCOUNT PREVIOUS AMOUNT (pos 84-94)	DETMD - REPORTED GAP DISCOUNT CURRENT AMOUNT (pos 95-105)	DETMD - UPHHELD DISPUTE REIMBURSEMENT AMOUNT (pos 106-116)	DETMD - DISPUTED REPORT ID (pos 117-122)	DETMD - DISPUTE REASON CODE (pos 123-125)
2	P1_9	2016	00_9	DETMD	0000001	00_9633910	000006192272	02	001	15.000	20121201	01	1_8	132.67	0.00	(132.67)	201204	D04
3	P1_9	2016	00_9	DETMD	0000002	00_9643910	000003571290	07	028	12.000	20120607	01	1_6	15.00	0.00	(15.00)	201202	D04

14. Once review of Excel spreadsheet is complete, return to the **Reports** tab.

15. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Spreadsheet Downloaded Date field.

The screenshot shows the 'Reports' section of the CGDP portal. The 'Reports' tab is highlighted in the navigation bar. Under 'Manufacturer Portal CGDP Reports', the 'Report Type' is set to 'Data'. The filters for Corporate ID, P Number, Reporting Period, and Invoice Type are all set to 'ALL'. A 'Current Cutoff Calendar' box shows the reporting period as 201601. Below the filters is a table with the following data:

Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	P1__9	2016	06/29/2016		06/29/2016 @ 11:40 AM		06/29/2016 @ 11:42 AM

You have now completed accessing BY Closeout detail data reports.

CGDP Portal Reports – Tracking

The **Reports – Tracking** tab provides Manufacturers with the capability to select and view the cumulative BY Closeout reports that provide the status of all upheld disputes for the closed benefit year. The Upheld Dispute Tracking Report for Manufacturers is a report that will provide the Manufacturer with the status of invoiced PDEs that were disputed and subsequently upheld. The purpose of the report is to inform Manufacturers of any adjustment or deletion activity undertaken by the Sponsor in response to the upheld dispute.

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

1. Home Payments Completed Receipts **Reports** Disputes

Manufacturer Portal CGDP Reports

2. Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information

4. Corporate ID P Number Reporting Period Invoice Type 1 - 1 out of 1
 XP1__9 ALL ALL CY Closeout

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

5.

Invoice Type	P Number	Reporting ID	Date Loaded	Download File	Last Download Date
CY Closeout	P1__9	2016	06/14/2016		06/29/2016 @ 2:33 PM

The **Reports – Tracking** tab contains five regions.

1. **Tabbed Region** displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Report Type Selection region** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking (BY Closeout only)
 - Batch (Quarterly Invoices)
 - Sponsor 1099 Information

This section will define the topic of Tracking reports.

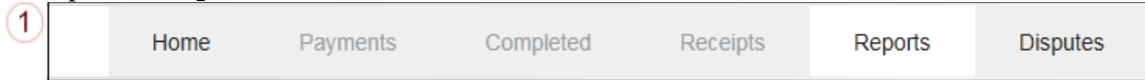
Note: Description of the Batch and Sponsor 1099 Information report types follow in subsequent sections of the manual for each report type. Description and instruction of Invoice and Data report types located in prior sections.

3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
4. **Reports Filter region – Tracking** allows the user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region – Tracking** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

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

Tabbed Region - Reports

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

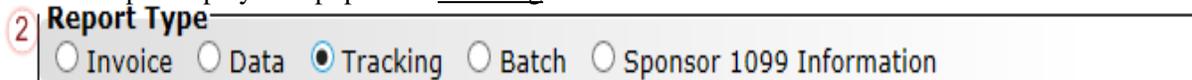


Report Type Selection Region - Tracking

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

- Invoice
- Data
- Tracking
- Batch
- Sponsor 1099 Information

This example displays the populated Tracking radio button.



The population of the Tracking radio button allows a user to select and view a tracking report that will provide the history of gap discounts invoiced in Q17, successfully disputed but not invoiced due to the Manufacturer invoicing cycle ending after 17 quarters and payable by any Part D Sponsors. It will also provide changes that the Part D Sponsor made to non-financial data on the PDE record if that change resolves the issue that was the basis of the dispute for all upheld disputes for the benefit year. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

Current Cutoff Calendar Region

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

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

A table titled "Current Cutoff Calendar" with two columns. The first column lists reporting events, and the second column lists the corresponding dates. A circled '3' is next to the table.

Reports Filter Region – Tracking

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

4

A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 1 out of 1
XP1__9 ▾	ALL ▾	ALL ▾	CY Closeout ▾	

- A. Corporate ID field defaults to the Corporate ID utilized to access the system.
- B. P Number field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. Reporting Period field allows a user select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoices, users can select ‘ALL’ from the drop down list.
- D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly – not applicable for Manufacturer tracking
- E. Item Count field displays the number of line items available on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Tracking

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

The **Report Filter Results region – Tracking** contains six 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.

5

A Invoice Type	B P Number	C Reporting ID	D Date Loaded	E Download File	F Last Download Date
CY Closeout	P1__9	2016	06/14/2016	<input type="radio"/>	06/29/2016 @ 2:33 PM

- A. Invoice Type field displays the type of invoice selected in the **Reports Filter region**. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly– not applicable for Manufacturer tracking
- B. P Number field displays a specific P number or all P numbers associated with the **Corporate**
- C. Reporting ID field displays the BY Closeout tracking report by corresponding reporting period, in YYYY format.
- D. Date Loaded field displays the date the distributed BY Closeout tracking files load to the Portal. Date format is DD/MM/YYYY.
- E. Download File field displays radio button to allow downloading of BY Closeout information loaded to the Portal.
- F. Last Downloaded Date field displays the last date and time BY Closeout data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal Instructions – Tracking Reports

Accessing Tracking Reports

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

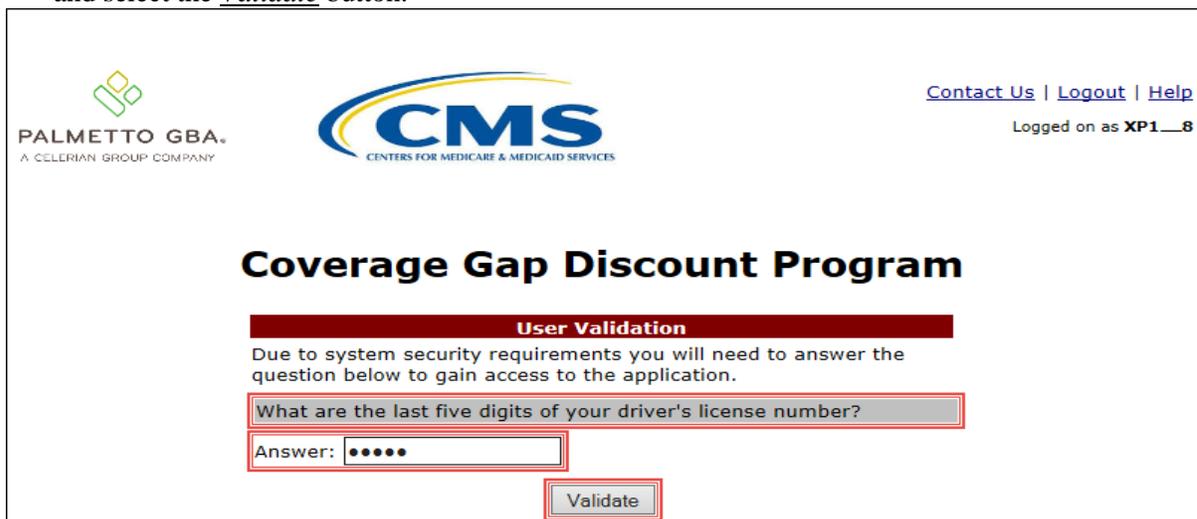
This instruction provides direction on accessing the **Reports – Tracking** tab and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

2. After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



The screenshot shows the user validation page. At the top left is the Palmetto GBA logo. In the center is the CMS logo. At the top right are links for [Contact Us](#), [Logout](#), and [Help](#), along with the text "Logged on as XP1...8". The main heading is "Coverage Gap Discount Program". Below this is a red banner with the text "User Validation". Underneath, a message states: "Due to system security requirements you will need to answer the question below to gain access to the application." A question box contains the text: "What are the last five digits of your driver's license number?". Below the question is an "Answer:" field with five dots. A "Validate" button is located at the bottom right of the form.

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

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__9 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 2 out of 2

Invoice Type	Corporate ID	P Number	Reporting Period	Status	Select
CY Closeout	XP1__9	P1__9	2016	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201503	Available	<input type="radio"/>
Quarterly	XP1__9	P1__9	201502	Available	<input type="radio"/>

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

Reporting Periods with no invoice line items
 Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1__9	201601
P1__9	201504
P1__9	201501
P1__9	201404

- On the **Reports** tab, populate the radio button for **Tracking** in the **Report Type Selection** region and select the applicable **Invoice Type** of BY Closeout from the drop down list located in the **Reports Filter region – Tracking**.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information

Corporate ID: XP1__9 | P Number: ALL | Reporting Period: ALL | Invoice Type: CY Closeout | 1 - 1 out of 1

Current Cutoff Calendar

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

Invoice Type	P Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
CY Closeout	P1__9	2016	06/14/2016	<input type="radio"/>	

8. Once review of text file is complete, return to the **Reports** tab.
9. The **Reports Filter Results region – Tracking** 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 Last Downloaded Date field.

The screenshot shows the Palmetto GBA CMS portal interface. At the top, there are logos for Palmetto GBA and CMS. A navigation bar includes tabs for Home, Payments, Completed, Receipts, Reports (highlighted), and Disputes. Below the navigation bar, the page title is 'Manufacturer Portal CGDP Reports'. There are filter options for Report Type (Invoice, Data, Tracking, Batch, Sponsor 1099 Information) and a 'Current Cutoff Calendar' box. A table displays the report results.

Invoice Type	P Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
CY Closeout	P1__9	2016	06/14/2016	○	06/30/2016 @ 11:30 AM

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