

Coverage Gap Discount Program



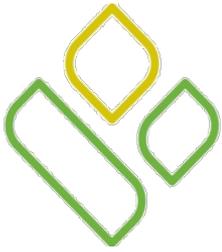
CGDP PORTAL DIRECT PAYMENT PROCESS



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Receipts Tab Functionality



CGDP Portal DPP -Sponsors Topics

In this training session you will learn about the Coverage Gap Discount Program (CGDP) Portal Direct Payment Process (DPP) – Sponsors **Receipts** tab.

This training will introduce you to the following topics:

1. First look introduction of the **Receipts** Tab
2. **Receipts** tab regions
 - **Tabbed region – Receipts**
 - **Receipts Invoiced Reporting Period region**
 - **Receipts Filter region**
 - **Receipts Payment Information region**
 - **Receipts Filter Results region**
 - **Receipts Status Definitions region**
3. Work Instruction for utilizing the **Receipts** tab functionality

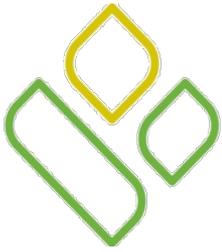
CGDP PORTAL DPP- SPONSORS



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*Introduction to the
Receipts Tab*



CGDP Portal DPP -Sponsors Receipts Tab

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

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

The screenshot shows the 'CGDP Receipt Status' page. At the top left is the Palmetto GBA logo. In the center is the CMS logo. On the right are navigation links: Contact Us, My Profile, Logout, Help, and Reporting. Below the logo is a navigation bar with tabs: Home, Payments, Completed, Receipts (highlighted with a red box and callout 1), and Reports. Below the navigation bar is the 'Sponsor Portal' section with the title 'CGDP Receipt Status' and 'Invoiced Reporting Period: 201401' (callout 2). Below this is a search bar with fields for P Number (ANY), Parent Org. ID (H0__0), and Contract Number (H3__9) (callout 3). Below the search bar is a table of receipt data (callout 5). To the right of the table is a 'Payment Information' summary box (callout 4) showing Total Owed (787.55), Total Deferred (2.86), Total Received (613.10), and Total Outstanding (171.59). Below the summary box is a legend (callout 6) defining the status terms: Received, Pending, Outstanding, and Deferred.

1 Home Payments Completed Receipts Reports

2 Invoiced Reporting Period: 201401

3 P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1__0	613.10	12/30/2014	CG14011__0H3__9	Received
P1__6	171.59		CG14011__6H3__9	Outstanding
P1__2	2.86	12/30/2014	CG14011__2H3__9	Deferred

4 **Payment Information**
Total Owed 787.55
Total Deferred 2.86
Total Received 613.10
Total Outstanding 171.59

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

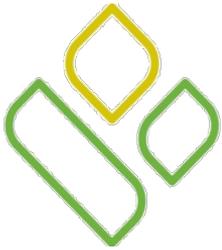
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Receipts
Tab Regions



CGDP Portal DPP -Sponsors Tabbed & Invoiced Reporting Period Regions

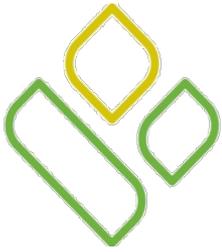
The first two regions of the **Receipt Status** tab are:

The screenshot displays the CGDP Receipt Status portal interface. At the top left is the Palmetto GBA logo, and at the top center is the CMS logo. A navigation bar contains tabs for Home, Payments, Completed, Receipts (highlighted with a red box and a circled '1'), and Reports. Below the navigation bar, the page title is 'Sponsor Portal CGDP Receipt Status' and the 'Invoiced Reporting Period' is displayed as '201404' (circled with a '2').

The **Tabbed region** – **Receipts** provides the access to the **Receipts** tab to review the status of invoice line item information due for payment from the Manufacturer.

The **Receipts Invoiced Reporting Period region** displays the selected reporting quarter based on the reporting period selected in the **Home Filter region** in YYYYQQ format.

In this example the **Receipts** tab is active and the **Receipts Invoiced Reporting Period** for displayed invoice line items is the 1st quarter of 2014.



CGDP Portal DPP -Sponsors Receipts Filter Region

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

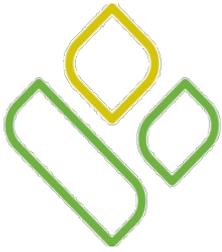
Sponsor Portal

CGDP Receipt Status

③ P Number: P1__4 ▾ Parent Org. ID: H0__0 Contract Number: H5__9 ▾ 

- P Number: displays the P Number for invoice line items. This field defaults to Manufacturer invoice line items associated with the Contract Numbers for the specific reporting period. If multiple P Numbers are associated with the Contract Number for the reporting period, the field defaults to ‘ANY’.
- Parent Org. ID: defaults to the Parent Organization ID used to log into the Portal.
- Contract: displays the Contract Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down listing provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

In the example the P Number field displays the specific P Number P1__4, the Parent Org. ID field displays the default Parent Organization ID used to access the Portal, and Contract Number field displays the default Contract Number associated with the distributed invoice selected on the **Home** tab.



CGDP Portal DPP -Sponsors Payment Information Region

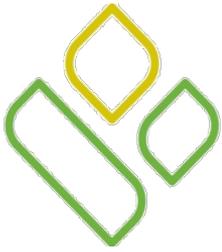
The fourth region of the **Receipts** tab, the **Payment Information region**, provides a summary view of activities that occur on the **Receipts** tab.

4

<u>Payment Information</u>	
Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Outstanding	2443.41

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

- Total Owed: displays total dollar amount of invoice line items due from Manufacturers.
- Total Received: displays the total dollar amount of paid invoice line items received from Manufacturers.
- Total Deferred: displays the total dollar amount of deferred invoice line items less than the system-default allowable amount not received from Manufacturers.
- Total Outstanding: displays the total dollar amount of invoice line items pending payment receipt from Manufacturers.



CGDP Portal DPP -Sponsors Receipt Status Filter Results Region

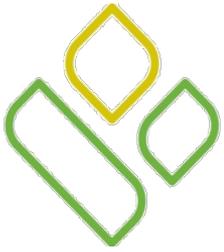
The fifth region of the **Receipts** tab, the **Receipts Filter Results region**, provides a detail view of invoice line item statuses.

⑤

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1__0	613.10	12/30/2014	CG14011__0H3__9	Received
P1__6	171.59		CG14011__6H3__9	Outstanding
P1__2	2.86	12/30/2014	CG14011__2H3__9	Deferred

This form contains the following five fields that provide listings of invoice line items that are pending payment receipt from a Manufacturer.

- P Number : displays the Manufacturer P Number.
- Invoiced Amt.: displays the invoice line item amounts processed from the Manufacturer.
- Payment Date: displays information regarding the status of the payment.
 - Displays calendar date, in MM/DD/YYYY format, for payments containing a status of 'Received'.
 - Displays calendar date, in MM/DD/YYYY format, for payments containing a status of 'Deferred'.
 - Displays blank field for pending payments containing a status of 'Outstanding'.
- EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number for invoice line items with a Received status.
 - Example: CG14011##8H###3.
- Status: displays the status of invoice line items listed in the **Receipts Filter Results region**.



CGDP Portal DPP -Sponsors Receipt Status Definitions Region

The sixth and final region of the **Receipts** tab, the **Receipts Status Definitions region** provides explanations of each of the statuses that may display in the **Receipts Filter Results region**.

6

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

This region contains five definitions that assist in reviewing invoices displayed on the **Receipts** tab.

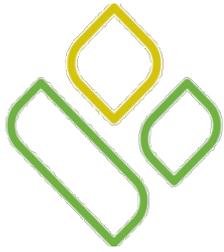
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*Receipts Tab Functionality
Work Instruction*



CGDP Portal DPP -Sponsors Receipts Tab Work Instruction

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

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



CGDP Portal DPP -Sponsors Receipts Filter Search

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

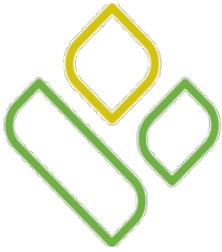
In the following example the Contract Number field is populated with H3__9 and the **Receipts** tab is active.

The screenshot displays the 'Sponsor Portal' for 'CGDP Receipt Status'. The 'Receipts' tab is active. The 'Contract Number' field is set to 'H3__9'. The table below shows three receipts with their respective amounts, dates, and statuses. A summary box on the right provides payment information, including total owed, deferred, received, and outstanding amounts. A legend at the bottom right explains the status codes.

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1__0	613.10	12/30/2014	CG14011__0H3__9	Received
P1__6	171.59		CG14011__6H3__9	Outstanding
P1__2	2.86	12/30/2014	CG14011__2H3__9	Deferred

Payment Information	
Total Owed	787.55
Total Deferred	2.86
Total Received	613.10
Total Outstanding	171.59

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



CGDP Portal DPP -Sponsors Deferred Receipts Status

Locate an invoice line item(s) with the Status field populated with *Deferred* in the **Receipts Filter Results** region.

In the following example the invoice line item of \$2.86 displays the Status of *Deferred*.

The screenshot displays the 'CGDP Receipt Status' page. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts' (highlighted with a red box), and 'Reports'. Below the navigation, the page title is 'Sponsor Portal CGDP Receipt Status' with the 'Invoiced Reporting Period: 201401'. A search bar contains 'P Number: ANY', 'Parent Org. ID: H0__0', and 'Contract Number: H3__9'. A table lists invoice items with columns for P Number, Invoiced Amt., Payment Date, EFTID, and Status. The row for P1__2 with an amount of 2.86 and status of 'Deferred' is highlighted with a red box. To the right, a 'Payment Information' summary shows 'Total Owed: 787.55', 'Total Deferred: 2.86' (highlighted with a red box), 'Total Received: 613.10', and 'Total Outstanding: 171.59'. A legend at the bottom right defines the status terms: Received, Pending, Outstanding, and Deferred.

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1__0	613.10	12/30/2014	CG14011__0H3__9	Received
P1__6	171.59		CG14011__6H3__9	Outstanding
P1__2	2.86	12/30/2014	CG14011__2H3__9	Deferred

Payment Information	
Total Owed	787.55
Total Deferred	2.86
Total Received	613.10
Total Outstanding	171.59

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



CGDP Portal DPP -Sponsors Received Receipt Status

Locate an invoice line item(s) with the Status field populated with *Received* in the **Receipts Filter Results** region.

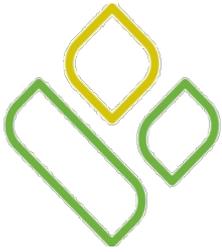
In the following example the invoice line item of \$613.10 displays the Status of *Received*

The screenshot displays the 'CGDP Receipt Status' page. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts' (highlighted with a red box), and 'Reports'. Below the navigation, the page title is 'Sponsor Portal CGDP Receipt Status' with 'Invoiced Reporting Period: 201401'. A search bar contains 'P Number: ANY', 'Parent Org. ID: H0_0', and 'Contract Number: H3_9'. A table lists invoice items with columns for P Number, Invoiced Amt., Payment Date, EFTID, and Status. The first row, with P Number 'P1_0' and Invoiced Amt. '613.10', has a 'Received' status and is highlighted with a red border. To the right, a 'Payment Information' box shows 'Total Owed' (787.55), 'Total Deferred' (2.86), 'Total Received' (613.10, highlighted with a red border), and 'Total Outstanding' (171.59). A legend at the bottom right explains the status terms.

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1_0	613.10	12/30/2014	CG14011_0H3_9	Received
P1_6	171.59		CG14011_6H3_9	Outstanding
P1_2	2.86	12/30/2014	CG14011_2H3_9	Deferred

Payment Information	
Total Owed	787.55
Total Deferred	2.86
Total Received	613.10
Total Outstanding	171.59

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



CGDP Portal DPP -Sponsors Outstanding Receipts Status

Locate an invoice line item(s) with the Status field populated with *Outstanding* in the **Receipts Filter Results** region.

In the following example, the invoice line item of \$171.59 displays the Status of *Outstanding*.

The screenshot displays the 'Sponsor Portal' for 'CGDP Receipt Status'. The 'Receipts' tab is selected. The 'Invoiced Reporting Period' is set to 201401. The search filters show 'P Number: ANY', 'Parent Org. ID: H0__0', and 'Contract Number: H3__9'. The table below lists three invoice items, with the second item (P1__6) highlighted in red, indicating its status is 'Outstanding'. To the right, a 'Payment Information' summary box shows a 'Total Outstanding' of 171.59. A legend at the bottom right explains the status codes.

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1__0	613.10	12/30/2014	CG14011__0H3__9	Received
P1__6	171.59		CG14011__6H3__9	Outstanding
P1__2	2.86	12/30/2014	CG14011__2H3__9	Deferred

Payment Information	
Total Owed	787.55
Total Deferred	2.86
Total Received	613.10
Total Outstanding	171.59

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

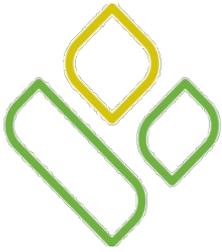
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Training Review

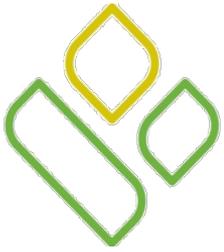


CGDP Portal DPP -Sponsors Training Review

In this training session you have learned about the CGDP Portal DPP – Sponsors **Receipts** tab.

This training introduced you to the following topics:

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



CGDP Portal DPP -Sponsors **Questions**

Questions?

