Sponsor Payment Confirmation Procedures

Version 4
March 16, 2012

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Introduction

The Third Party Administrator (TPA) will distribute the Coverage Gap Discount Program (CGDP) reports to Part D Sponsors on a quarterly cycle. The reports will be loaded to an internet accessible mailbox for download and review. The purpose of this procedure document is to outline the process the TPA will use to distribute, process, and validate the CGDP reports with Part D Sponsors.

Sponsors

The Contract Summary report is used by Part D Sponsors to identify the payments they will receive from Drug Manufacturers. Part D Sponsors need to review their bank statements and verify that payment in full has been made to them for the amounts found on the Contract Summary report. Part D Sponsors are required to confirm with the TPA that they have received all of their payments. Part D Sponsors will send their payment confirmation file to the TPA within 5 business days after receiving their final payment from all of the Drug Manufacturers identified on the Contract Summary Report or by the final payment deadline. If a payment has not been received a zero amount may be entered into the amount paid field.

Creating the Payment Confirmation Report

Sponsors

Part D Sponsors will be required to confirm payments received from each Drug Manufacturer. Payment amounts that are short or have not been paid must also be reported. The Contract Summary report will be converted to a Payment Confirmation report file that will be submitted to the TPA. The steps to complete this process can be done using a text editor program such as Notepad®, WordPad® etc. The instructions for the Part D Sponsors to complete a Payment Confirmation report can be found at the following link:

[Payment Confirmation Report Instructions](#)

TPA Processing of the Payment Confirmation Report

When the Payment Confirmation report is received by the TPA, a Payment Confirmation Response report will be generated and returned to the Part D Sponsor. The Payment Confirmation Response report will let the Part D Sponsor know if the Payment Confirmation report was accepted, discrepant, or rejected by the TPA. The TPA will perform two levels of edits on each confirmation. The first level of edits will perform data integrity checks. All confirmations that pass the data integrity checks will be edited a second time to verify the payment confirmation amounts.

- Accepted Response reports will not list any errors because all amounts reported as paid match exactly to what was due to each contract on the Contract Summary report, and was processed successfully by the TPA.

- Rejected Response reports will list errors due to missing or invalid data (i.e. missing records, non numeric amounts, invalid dates, etc.) in the payment confirmation file. The Part D Sponsor must make the corrections to the payment confirmation file and resubmit the entire file to the TPA.

- Discrepant Response reports will list errors due to amounts that do not match what was invoiced. These amount discrepancies may be due to a data entry error, or because the Part D Sponsor did not receive the full amount due to them according to the Contract Summary report. The Part D Sponsor should review any response reports they receive with a discrepant status and make any corrections. If the discrepancy errors are due to being short-paid, the Part D Sponsor does not need to submit another Payment Confirmation file unless the Drug Manufacturer sends them another payment (either before or after the payment deadline). If the Part D Sponsor found discrepant errors that need to be corrected, corrections need to be made and the entire Payment Confirmation file needs to be resubmitted.

The Part D Sponsors quarterly invoice report process is complete when the Part D Sponsor receives an accepted Payment Confirmation Response report from the TPA or if they have received a Discrepant Response report and have verified that their file does not contain any data errors and that payment amounts are correct but short-paid.

The TPA will run two cycles Monday – Friday to process any Payment Confirmation reports. The cycles will run at 9:00 A.M. and at 4:00 P.M. ET. The cycles will return all of the response reports to the Part D Sponsors mailbox.
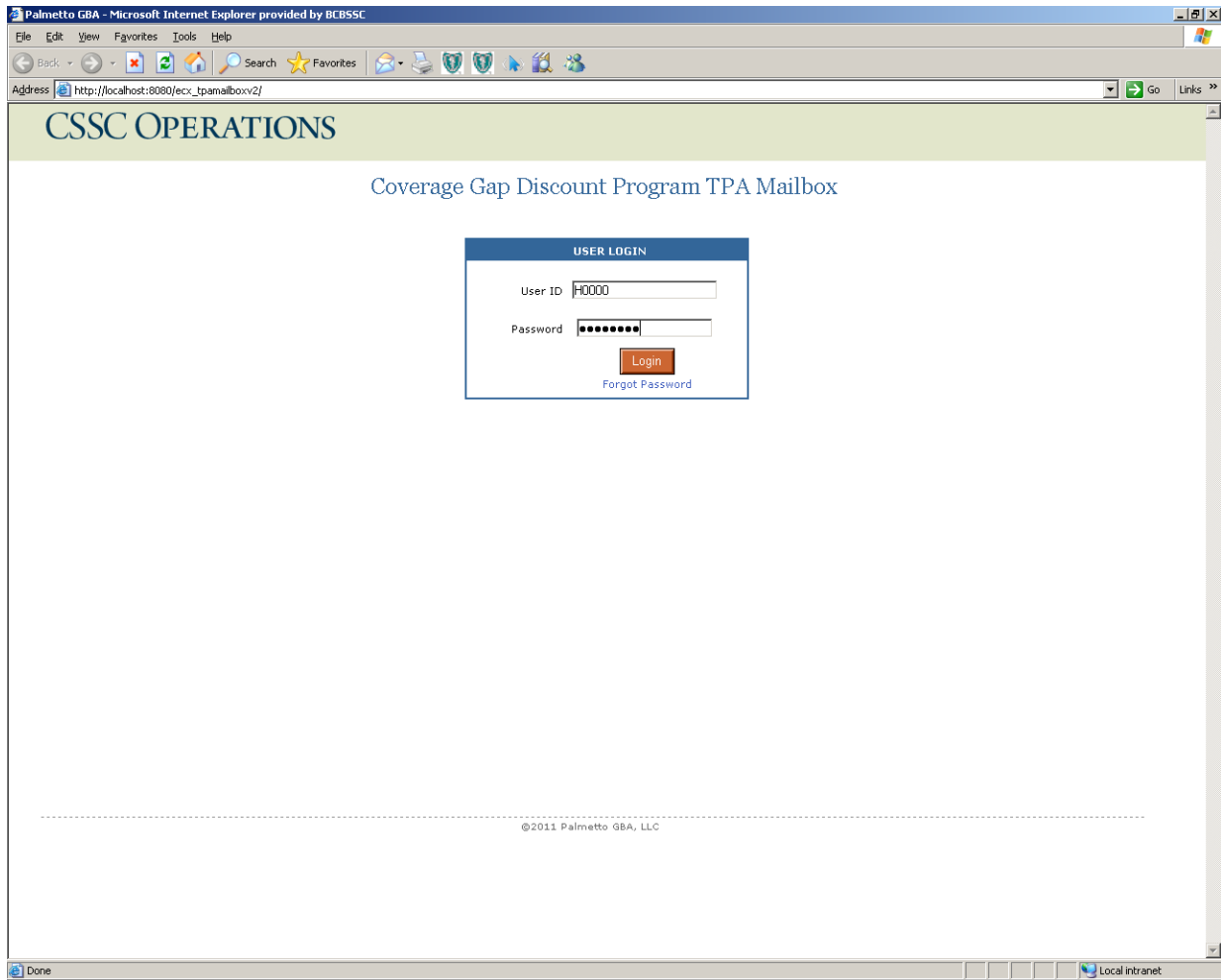
Sponsor CGDP Process Flowchart
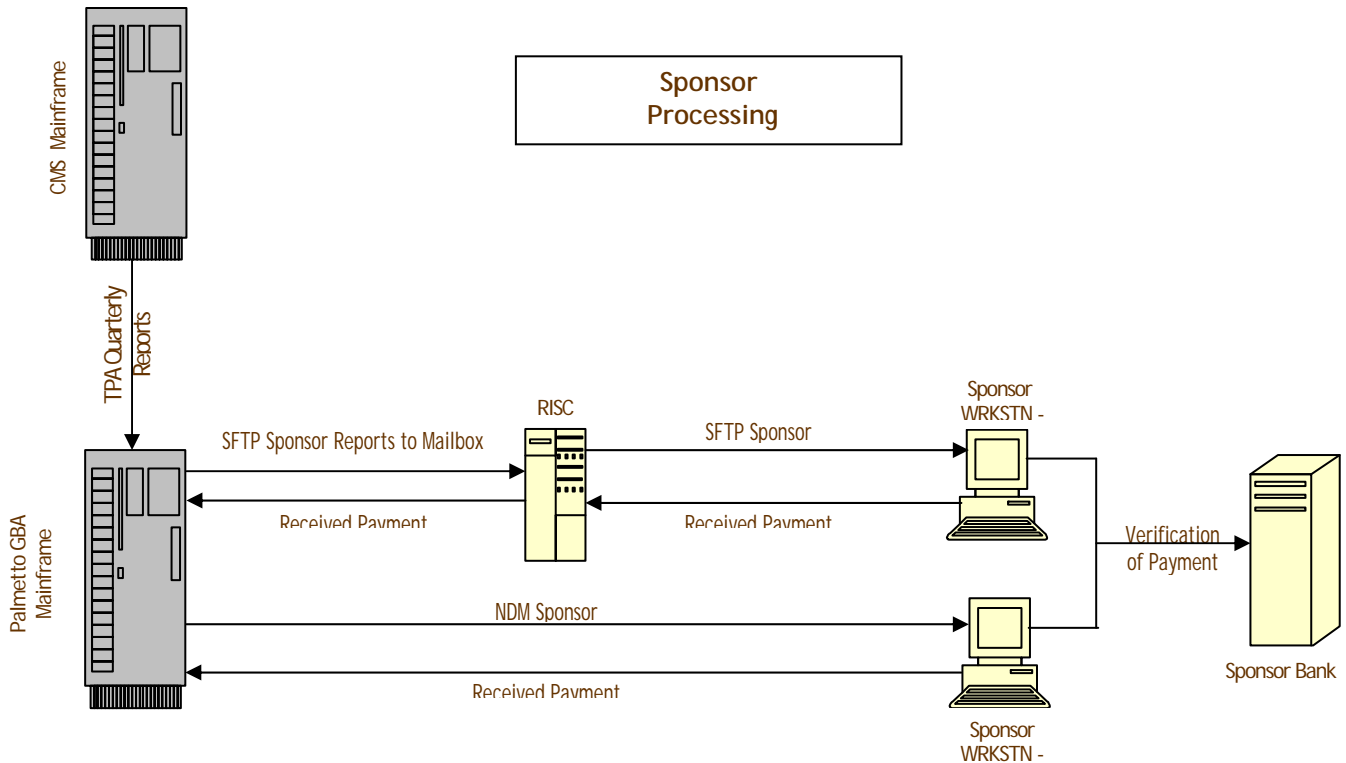
Sample Mailbox Screenshots

Sponsor Mailbox Webpage

Sponsor Login Webpage

The Part D Sponsor will log on with the User ID (Part D Sponsor plan number) registered with the TPA and their password. Click the Login button.

Sponsor Mailbox Access Webpage

The Part D Sponsor will click the access mailbox link.
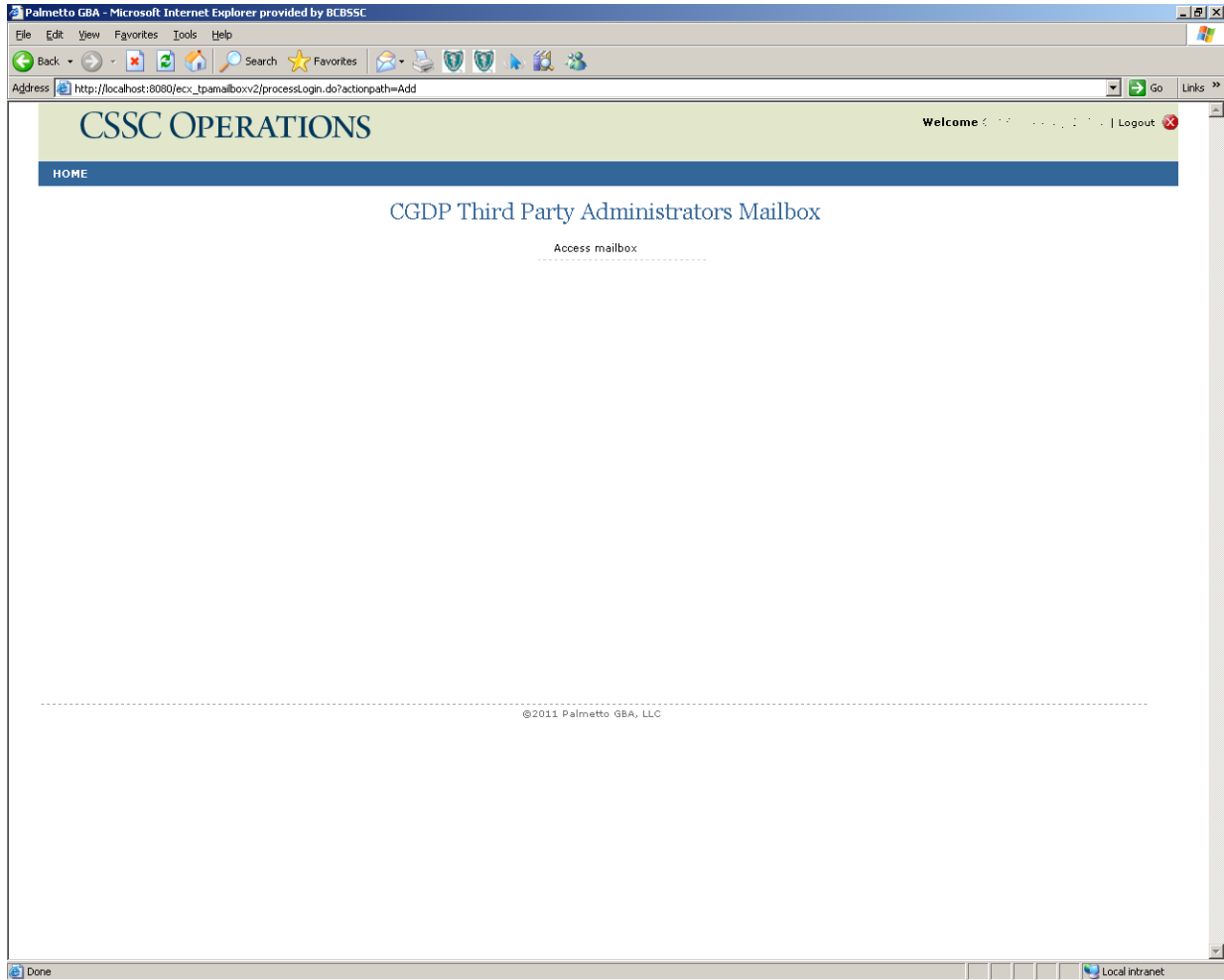
Sponsor Mailbox Control Webpage

Part D Sponsors will be able to perform all of the basic mailbox functions on this webpage. The Part D Sponsors will be able to choose files to download and upload using this webpage. The Part D Sponsors can click the download link located to the right of the filename for the reports they want to download. The browse and submit buttons will be used to upload any files to the TPA for processing.
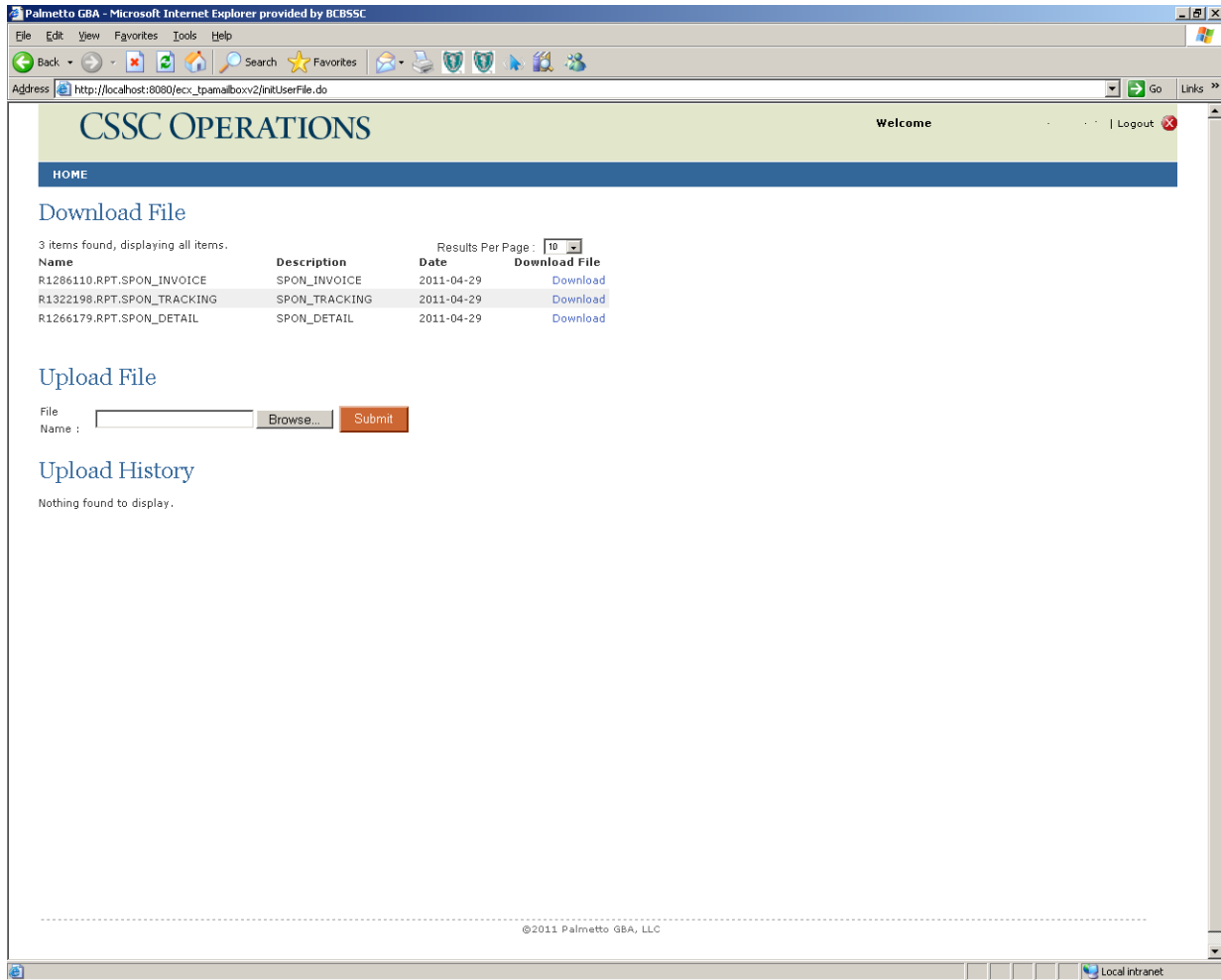
The TPA will load the Part D Sponsors mailbox with all of the available report types using the following formats:

All reports will be prefixed with R#######.RPT. The ####### is a sequence number assigned by the TPA to catalog unique filenames.

The ENDING of each file name will be one of the following:

- SPON_INVOICE – This file will contain the SUMMARY report.
- SPON_DETAIL – This file will contain the DATA report.
- SPON_TRACKING_CCYYQQ – This file will contain the TRACKING report.
  - The CCYYQQ will be the Current Reporting Period found in the header record of the tracking report.
- SPON_RESP – This file will contain the Response Report.

Sponsor Mailbox Upload Message

When the Part D Sponsor uses the upload file option a message will be displayed on the webpage to let the Part D Sponsor know if the file was uploaded successfully or not.

The Part D Sponsor will return any reports using the UPLOAD option available on the mailbox webpage.

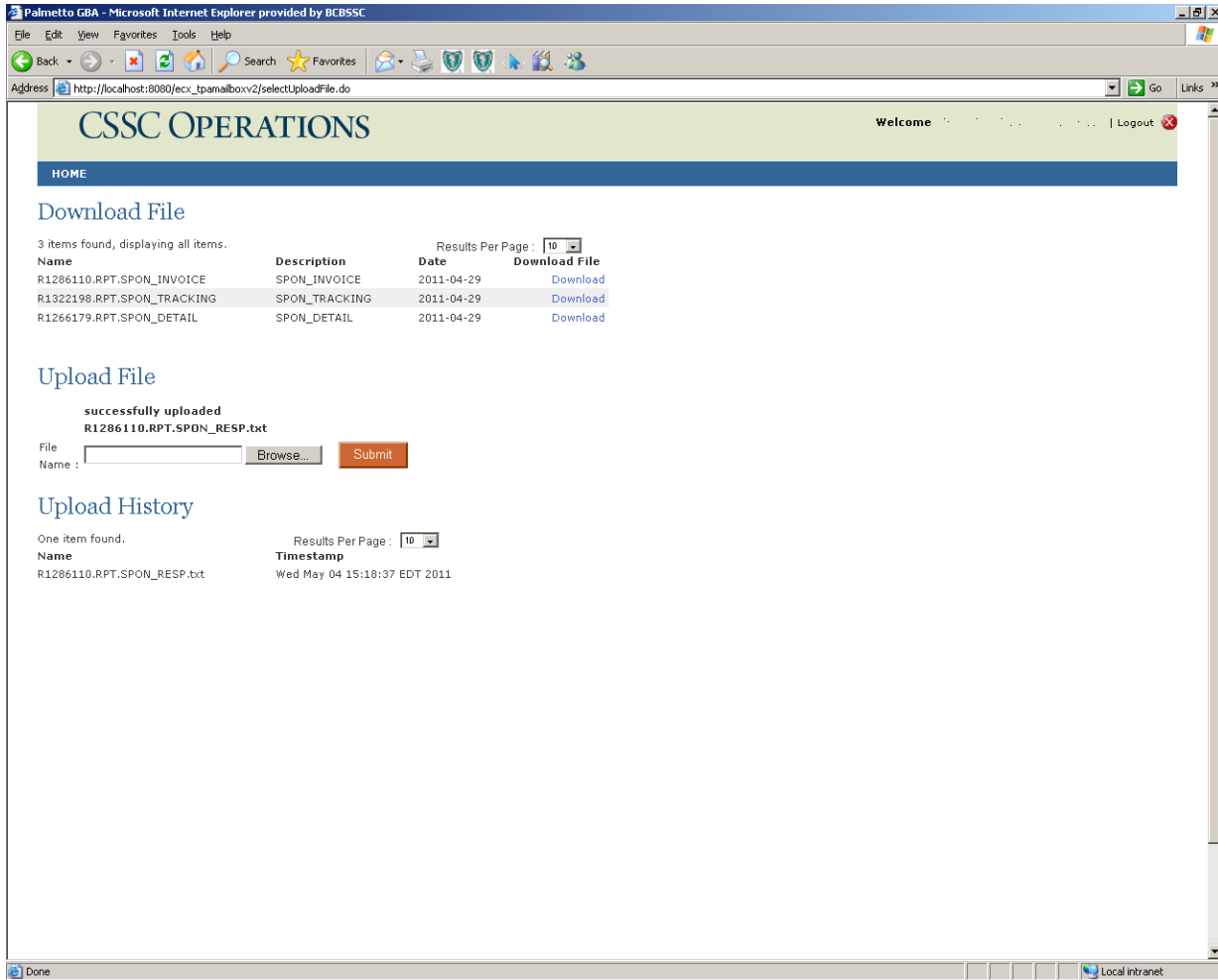All reports will be prefixed with R#######.RPT. The ####### is a sequence number assigned by the TPA to catalog unique filenames.

The ENDING of each file name will be one of the following:

- SPON_CONFIRM – This file will contain the Payment Confirmation report

Sample Sponsor Null File

If a Part D Sponsor does not have a summary report for the reporting period, a Null report will be generated by the TPA. The Null report confirms that the Part D Sponsor did not get an invoice for the quarter. No further action is required.

CCCCC CCYYMMDD * * * No data received for this quarters report * * *

Legend	
CCCCC	The Contract number the null file is generated for.
CCYYMMDD	The Date the TPA distributed the reports to the Part D Sponsor.

Payment Confirmation Report Layouts

The TPA has posted all of the file layouts on the CSSCOperations web page. Part D Sponsors Confirmation report layouts can be found at the link listed below:

Contract Payment Confirmation Report

Sample Payment Confirmation Response Reports

Accepted Payment Confirmation Sponsor Response Report

REPORT: TPA-RESPS   THIRD PARTY ADMINISTRATOR
RUN DATE: CCYYMMDD   TPA RESPONSE REPORT

SPONSOR: XXXXXX CONTRACT: CCCCC
REPORT PD: YYYYQQ FILE ID: AAAAA STATUS: ACCEPTED RECEIPT OF THE REPORT

Simple Rejected Sponsor Payment Confirmation Response Report

If the Part D Sponsor receives a rejected Payment Confirmation report and the TPACH or TPACT records are in error the report will not display a sequence number under TPAMT SEQ NO.

REPORT: TPA-RESPS   THIRD PARTY ADMINISTRATOR
RUN DATE: CCYYMMDD   TPA RESPONSE REPORT

SPONSOR: XXXXXX CONTRACT: CCCCC
REPORT PD: YYYYQQ FILE ID: AAAAA STATUS: REJECTED RECEIPT OF THE REPORT

RECORD TYPE	TPACH SEQ NO	TPAMT SEQ NO	ERROR CODE	ERROR DESCRIPTION
TTTTT	9999999		EEEE	DDDDDD

Complex Rejected Sponsor Payment Confirmation Response Report

The Part D Sponsor will receive a TPAMT SEQ NO if a TPAMT record is rejected by the TPA.

```
REPORT: TPA-RESPS        THIRD PARTY ADMINISTRATOR
RUN DATE: CCYYMMDD            TPA RESPONSE REPORT

SPONSOR: XXXXXX CONTRACT: CCCCC
REPORT PD: YYYYQQ FILE ID: AAAAA STATUS: REJECTED RECEIPT OF THE REPORT

RECORD    TPACH       TPAMT    ERROR      ERROR DESCRIPTION
  TYPE    SEQ NO      SEQ NO    CODE
TTTTT     9999999     8888888    RRRR        DDDDDD
.
.            "It is possible to have multiple errors issued for one confirmation report"
.
TTTTT     9999999     8888888    RRRR        DDDDDD
```

Legend		
RUN DATE:	CCYYMMDD	The date the report was returned to the TPA.
SPONSOR:	XXXXXX	The Part D Sponsor ID that sent the report to the TPA for processing.
CONTRACT:	CCCCC	The Contract number in the Header record of the returned report.
REPORT PD:	YYYYQQ	The Current Reporting Period of the report received by the TPA.
FILE ID:	AAAAA	The File ID of the report received by the TPA.
RECORD TYPE	TTTTT	The Record Type that is in Error.
TPACH SEQ NO	9999999	The TPACH Sequence Number of the Record in Error.
TPAMT SEQ NO	8888888	The TPAMT Sequence Number of the Record in Error.
ERROR CODE	EEEE	The Reject Code issued by the TPA.
ERROR CODE	RRRR	The Reject Code issued by the TPA.
ERROR DESCRIPTION	DDDDDD	The Description of the Reject Code issued by the TPA.

Discrepant Sponsor Payment Confirmation Response Report

```
REPORT: TPA-RESPS        THIRD PARTY ADMINISTRATOR
RUN DATE: 20110531           TPA RESPONSE REPORT

SPONSOR: H0000 CONTRACT: H0000
REPORT PD: 201101 FILE ID: 10CPC STATUS: DISCREPANT RECEIPT OF THE REPORT

RECORD    TPACH     TPAMT    ERROR      ERROR DESCRIPTION
  TYPE    SEQ NO    SEQ NO    CODE
TPAMT     0000001   0000001   E012        CONFIRMED PAYMENT AMT <> INVOICE PAYMENT AMT
TPACT                         E012        CONFIRMED PAYMENT AMT <> INVOICE PAYMENT AMT
```

TPA Reject Codes

Note: Some errors below can be issued against multiple record types. The record type is not listed in these errors because the Response report will identify the type in error. For example error E007 will be issued if the file id is incorrect in more than one record type. The Response report will identify the record in error.

Reject Code	Error Code Description	Failure Outcome
E001	INVALID REPORT PD	Reject
E003	REPORT PD IN TPACT RECORD DOES NOT MATCH THE TPACH	Reject
E004	INVALID FILE ID	Reject
E007	NO DATE ENTERED/INVALID, OR DATE IS > CURRENT DATE	Reject
E008	PAYMENT AMOUNT NOT NUMERIC	Reject
E009	INVALID CONTRACT	Reject
E010	INVALID RECORD TYPES IN FILE.	Reject
E011	MISSING RECORD TYPES IN FILE.	Reject
E012	CONFIRMED PAYMENT AMT <> INVOICE PAYMENT AMT	Discrepant
E013	DUPLICATE CONFIRMATION REPORT ALREADY CONFIRMED	Reject
E015	CONFIRM DATE PRECEDES INVOICE REPORT DISTRIBUTION DATE	Reject
E018	TPACT TOTAL NOT EQUAL TO TOTAL OF ALL TPAMT RECORDS	Reject

Payment Confirmation Response Report Record Layout

For convenience, the following layouts have been provided in the event the Part D Sponsor chooses to automate processing of their Payment Confirmation Response report.   Please refer to Appendix A for the record layouts.

APPENDIX A - Payment Confirmation Response Report Record Layouts

First Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE1-LITERAL	1 – 8	X(8)	8	This field will contain the value REPORT:
2	LINE1-VALUE	9 – 17	X(9)	9	This field will contain the value TPA-RESPS
3	FILLER	18 – 27	X(10)	10	Spaces
4	LINE1-TITLE	28 – 52	X(25)	25	This field will contain the value THIRD PARTY ADMINISTRATOR
5	FILLER	53 – 100	X(48)	48	Spaces

Second Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE2-LITERAL	1 – 10	X(10)	10	This field will contain the value RUN DATE:
2	LINE2-DATE	11 – 18	X(8)	8	CCYYMMDD
3	FILLER	19 – 31	X(13)	13	Spaces
4	LINE2-TITLE	32 – 50	X(19)	19	This field will contain the value TPA RESPONSE REPORT
5	FILLER	51 – 100	X(50)	50	Spaces

Third Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	FILLER	1 – 100	X(100)	100	Spaces

Fourth Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE4-LITERAL-1	1 – 17	X(17)	17	SPONSOR:
2	LINE4-MAILBOX-ID	18 – 23	X(6)	6	This field will contain the Mailbox ID that was used to return the report to the TPA.
3	FILLER	24 – 24	X(1)	1	Spaces
4	LINE4-LITERAL-2	25 – 34	X(10)	10	This field will contain the value CONTRACT:
5	LINE4-HDR-REC-ID	35 – 39	X(5)	5	This field will contain the Hnnnn from the TPACH record.
6	FILLER	40 – 100	X(61)	61	Spaces

Fifth Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE5-LITERAL-1	1 – 11	X(11)	11	This field will contain the value REPORT PD:
2	LINE5-CURRENT-REPORTING-PERIOD	12 – 17	X(6)	6	This field will contain the CURRENT REPORTING PERIOD from the TPACH record.
3	FILLER	18	X(1)	1	Spaces
4	LINE5-LITERAL-2	19 – 27	X(9)	9	This field will contain the value FILE ID:
5	LINE5-FILE-ID	28 – 32	X(5)	5	This field will contain the FILE ID from the TPACH record.
6	FILLER	33 – 33	X(1)	1	Spaces
7	LINE5-LITERAL-3	34 – 41	X(8)	8	This field will contain the value STATUS:
8	LINE5-RESP-MSG	42 - 52	X(11)	11	This field will contain the value ACCEPTED, DISCREPANT, or REJECTED to inform the Part D Sponsor what the TPA did with the confirmation report.
9	FILLER	53 – 53	X(1)	1	Spaces
10	LINE5-RESP-MSG-LITERAL	54 – 74	X(21)	21	This field will contain the value RECEIPT OF THE REPORT
11	FILLER	75 – 100	X(26)	26	Spaces

Note about Lines 6 through the end of the report:
The following lines do not exist in the report unless the TPA has found a rejection or discrepancy while processing the Confirmation report.   If the confirmation is ACCEPTED the RESPONSE report will end at line 5. Line 9 will repeat for every Reject/Discrepant Code issued by the TPA.

Sixth Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	FILLER	1 – 100	X(100)	100	Spaces

Seventh Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE7-HEADING-1	1 – 6	X(6)	6	This field will contain the value RECORD
2	FILLER	7 – 12	X(6)	6	Spaces
3	LINE7-HEADING-2	13 – 17	X(5)	5	This field will contain the value TPACH
4	FILLER	18 – 23	X(6)	6	Spaces
5	LINE7-HEADING-3	24 – 28	X(5)	5	This field will contain the value TPAMT.
6	FILLER	29 – 37	X(9)	9	Spaces
7	LINE7-HEADING-4	38 – 42	X(5)	5	This field will contain the value ERROR
8	FILLER	43 – 48	X(6)	6	Spaces
9	LINE7-HEADING-5	49 – 65	X(17)	17	This field will contain the value ERROR DESCRIPTION
10	FILLER	66 – 100	X(35)	35	Spaces

Eighth Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE8-HEADING-1	1 – 6	X(6)	6	This field will contain the value TYPE
2	FILLER	7 – 12	X(6)	6	Spaces
3	LINE8-HEADING-2	13 – 18	X(6)	6	This field will contain the value SEQ NO
4	FILLER	19 – 23	X(5)	5	Spaces
5	LINE8-HEADING-3	24 – 29	X(6)	6	This field will contain the value SEQ NO
6	FILLER	30 – 36	X(7)	7	Spaces
7	LINE8-HEADING-4	37 – 40	X(4)	4	This field will contain the value CODE
8	FILLER	41 – 100	X(60)	60	Spaces

Ninth Line

FIELD NO	FIELD NAME	POSITION	PICTURE	LENGTH	DEFINITION / VALUES
1	LINE9-RECORD-TYPE	1 – 5	X(5)	5	This field will contain the RECORD TYPE of the record that was REJECTED by the TPA.
2	FILLER	6 – 12	X(7)	7	Spaces
3	LINE9-BATCH-SEQ-NO	13 – 19	X(7)	7	This field will contain the sequence number of the TPACH record before the record that was rejected by the TPA.
4	FILLER	20 – 23	X(4)	4	Spaces
5	LINE9-DETAIL-SEQ-NO	24 – 30	X(7)	7	This field will contain the sequence number of the TPAMT record that was rejected by the TPA.
6	FILLER	31 – 37	X(7)	7	Spaces
7	LINE9-ERROR-CODE	38 – 41	X(4)	4	This field will contain the REJECT CODE issued by the TPA.
8	FILLER	42 – 47	X(6)	6	Spaces
9	LINE9-ERROR-DESCRIPTION	48 – 77	X(30)	30	This field will contain the REJECT CODE Description issued by the TPA.
10	FILLER	78 – 100	X(23)	23	Spaces