

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

DRAFT
Sponsor Portal Users Guide

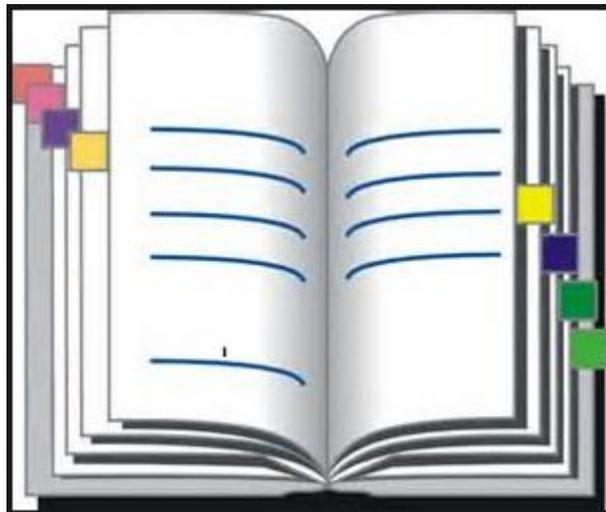


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Introduction

The Third Party Administrator (TPA) is the single point of contact between pharmaceutical Manufacturers and Part D Sponsors with the Coverage Gap Discount Program (CGDP). As stated in the Social Security Act (SSA), section 1860D-14A(d)(3), the TPA is required to receive and transmit information between the Centers for Medicare & Medicaid Services (CMS), pharmaceutical Manufacturers, and other entities as appropriate. It is also required to receive, distribute, or facilitate the distribution of funds of pharmaceutical Manufacturers to appropriate entities, provide adequate and timely information to pharmaceutical Manufacturers, and permit Manufacturers to conduct periodic audits of the data and information used by the TPA to determine Manufacturer discounts for applicable drugs under the Medicare Coverage Gap Discount Program.

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

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

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

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

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

The CGDP Portal DPP allows Sponsors the ability to review invoice line item payments due from the Manufacturer. It also provides the ability to initiate bank-to-bank Automated Clearing House (ACH) transfers for invoice line item payments due back to Manufacturers, similar to the way online banking customers pay monthly bills. The CGDP Portal DPP will become the active system starting with the calendar year 2015 Q1 reporting period.

Utilizing the CGDP Portal DPP will eliminate the need for secure file transfer protocol (SFTP) mailboxes, conversion of invoice files to confirmation files, invoice line item amount payment discrepancies and downloading EFT files to complete the payment process. Access will continue via the CGDP TPA Mailbox, for information submitted between 2011 Q1 and 2014 Q4 until all items are processed or reporting deadlines pass.

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

CGDP Portal DPP Icons

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

ICON/LINK	Definition
	<i>Calendar</i> icon provides an expanded calendar that allows users to select future months and dates.
Contact Us	<i>Contact Us</i> link provides contact information for the TPA Operations Team
Help	<i>Help</i> link provides access to system error codes and descriptions generated during the payment initiation process
Logout	<i>Logout</i> link provides one-click access for logging out of the Web Portal DPP system
My Profile	<i>My Profile</i> link provides the ability to enter and review business contact profiles
	<i>Next Page</i> icon provides access to move forward to next page in document
	<i>Prior Page</i> icon provides access to return to prior page in document, when available
	<i>Printer</i> icon provides users with displayed information formatted in a Microsoft Excel file.

CGDP Portal DPP Home Tab

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Pending	<input type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

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.

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

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

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

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

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

Tabbed Region - Home



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

- Home
- Reports

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

- Payments
- Completed
- Receipts



Home Filter Region

②

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

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

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

Home Welcome Message Region

③

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

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

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

Home Filter Results Region

④

A <u>Parent Org. ID</u>	B <u>Contract Number</u>	C <u>Reporting Period</u>	D <u>Status</u>	E <u>Select</u>
H0__0	H3__9	201401	Pending	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

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

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

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

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

④

<u>Parent Org. ID</u>	<u>Contract Number</u>	<u>Reporting Period</u>	<u>Status</u>	E <u>Select</u>
H0__0	H3__9	201401	Pending	<input type="radio"/>
H0__0	H5__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>

Home Status Definitions

5

Available - Invoice is ready for payment initiations

Failed - One or more items has an unsuccessful payment attempt

Incomplete - One or more items have not been paid

Pending - All line items have been initiated successfully

Successful - All line items have been paid successfully

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

CGDP Portal DPP Payments Tab

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

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

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

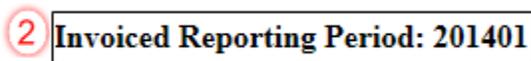
The following pages will describe each region and its associated functions.

Tabbed Region - Payments



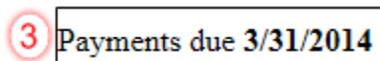
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Payments** tab is active.

Payments Invoiced Reporting Period Region



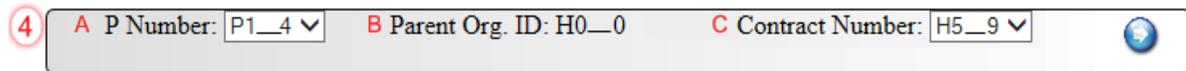
This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 1st quarter of calendar year 2014 will appear in the **Payments Initiation region** on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

Payments Due Region



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

Payments Filter Region



A screenshot of the Payments Filter Region. It features three dropdown menus in a horizontal row. The first dropdown is labeled 'A P Number:' and shows 'P1__4'. The second is labeled 'B Parent Org. ID:' and shows 'H0__0'. The third is labeled 'C Contract Number:' and shows 'H5__9'. A red circle with the number '4' is positioned to the left of the first dropdown. A small globe icon is on the right side of the filter bar.

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

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

Payment Information Region

5

<u>Payment Information</u>		
A	Total Invoiced	71.79
B	Total Failed	0.00
C	Total Deferred	0.00
D	Total Pending	0.00
E	Total Successful	0.00
F	Total Available	71.79

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

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

- A. Total Invoiced: displays total dollar amount of invoice line items that require payment for the reporting period.
- B. Total Failed: displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- E. Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. Total Available: displays the total dollar amount of remaining invoice line items requiring payment.

Payments Initiation Region

								E <input type="checkbox"/> Initiate All		
A	B	C	D			F	G	H		
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date			Initiate Payment	Defer	Failed		
P1__4	71.79	0.00	12/22/2014			<input type="checkbox"/>	<input type="checkbox"/>			
			I <input type="checkbox"/> Update All	12/22/2014					J	<input type="button" value="Submit"/>

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

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

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

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

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

6

P Number	Invoiced Amt.	Previous Deferred Amount	^D Payment Date	Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/22/2014

Submit

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

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

6

^D **Payment Date**

12/05/2014

December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Go To Today Close

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

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

6

E <input checked="" type="checkbox"/> Initiate All						
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	F <input checked="" type="checkbox"/> Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/22/2014	<input type="button" value="Submit"/>	

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

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

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

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

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

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

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

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	PaymentDate	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
<input type="checkbox"/> Update All			12/23/2014	Submit		

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

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1__9	0.55	9.54	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
<input type="checkbox"/> Update All			12/23/2014	Submit		

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

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__9	10.74	10.09	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
<input type="checkbox"/> Update All			12/23/2014	Submit		

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

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

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

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__8	851.68	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	Initiation Failure
P1__8	165.07	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
P1__4	279.64	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	AUTHENTIC. ERROR (Care account is not set)

Update All 12/22/2014 Submit

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

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

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

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

| Update All 12/22/2014

J

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

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

6

Payment Date

12/05/2014

December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

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

Examples of why ‘Please contact TPA’ may display are:

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

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

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__8	851.68	0.00		Please contact TPA		
P1__8	165.07	0.00		Please contact TPA		

Update All

Payment Initiation Upload Region

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

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

Payments Pending Transactions Region

A	P Number	B	Authorization Amt.	C	Date Submitted	D	Payment Date	E	Stop Payment
	P__2		228.54		12/03/2014		12/03/2014		
	P__9		223.66		12/01/2014		12/21/2014		<input type="checkbox"/>
	P__9		2055.70		12/03/2014		12/21/2014		<input type="checkbox"/>
	P__8		53.86		12/03/2014		12/30/2014		<input type="checkbox"/>

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

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

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

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

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

8 Pending Transactions 

P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P__2	228.54	12/03/2014	12/03/2014	
P__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
P__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
P__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>

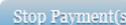


- F. Stop Payment(s) button: provides a user with one-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Payments Pending Transactions region** to the **Payments Initiation region**.

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

8 Pending Transactions 

P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P__2	228.54	12/03/2014	12/03/2014	
P__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
P__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
P__8	53.86	12/03/2014	12/30/2014	<input checked="" type="checkbox"/>

F 

CGDP Portal DPP Work Instructions - Payments

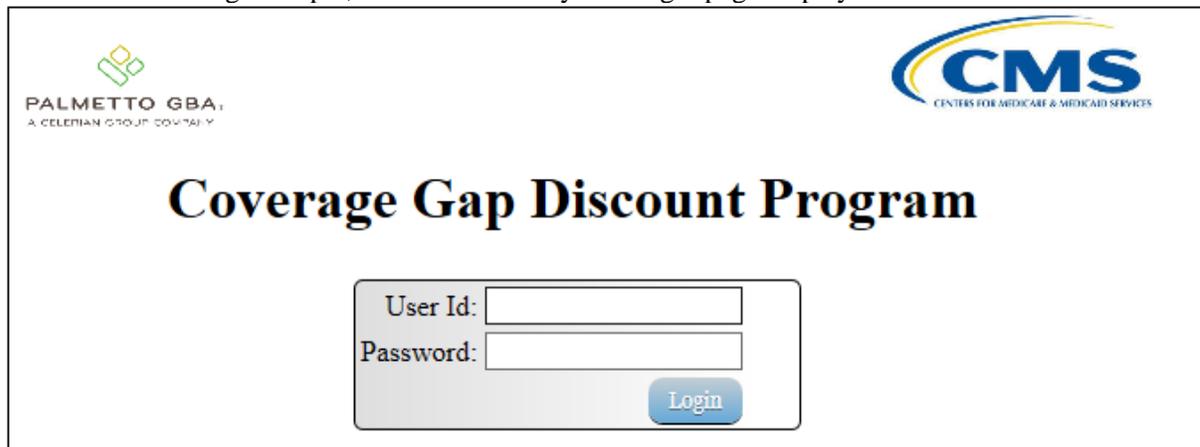
Processing Invoice Payments

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

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

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

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



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Legend:
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

- Populate the Select radio button for the reporting period and select the **Payments** tab to view the invoice line items for the specific reporting period.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

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

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

In the following example, the Total Pending field contains no pending items.

The screenshot shows the CMS CGDP Payments portal interface. The 'Payments' tab is selected. The 'Payment Information' region is highlighted with a red box, showing a summary of payment statistics for the reporting period 201401. The 'Total Pending' value is 0.00.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1164.56

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

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

The screenshot shows the CMS CGDP Payments portal interface. The 'Payments' tab is selected. The 'Payments Initiation' region is highlighted with a red box, displaying a table of invoice line items for the reporting period 201401.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

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

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

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

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

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

The screenshot shows the CMS portal interface for a sponsor. The 'Payments' tab is selected. The main heading is 'Sponsor Portal CGDP Payments' with an 'Invoiced Reporting Period: 201401'. Below this, there are search filters for P Number (ANY), Parent Org. ID (H0__0), and Contract Number (H3__9). A table lists payment details for P Number P1__6, Invoiced Amt. 1063.44, and Payment Date 12/30/2014. A 'Pending Transactions' table is highlighted with a red box, showing a transaction for P Number P1__0 with an Authorization Amt. of 101.12 and a Payment Date of 12/30/2014. To the right, a 'Payment Information' summary table shows 'Total Pending' as 101.12. A 'Payment Initiation Upload' section is also visible.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	101.12	12/30/2014	12/30/2014	

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

- 9) The **Payments Information** region updates the Total Pending field with the amounts listed in the **Payments Pending Transactions** region.

In the following example, the Total Pending field displays the amount of \$101.12.

This screenshot is identical to the previous one, but the 'Total Pending' value of 101.12 in the 'Payment Information' table is highlighted with a red box to show that it has been updated from the pending transactions.

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

In the following example, P1__0 populates the P Number field drop down list and displays no invoice line item data in the **Payments Initiation region**.

The screenshot shows the CMS 'Sponsor Portal' for 'CGDP Payments'. The 'Payments' tab is selected in the navigation bar. The 'Invoiced Reporting Period' is set to 201401. The 'P Number' dropdown is set to 'P1__0', 'Parent Org. ID' is 'H0__0', and 'Contract Number' is 'H3__9'. The 'Payments due 6/8/2014' section shows a summary table:

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

The 'Payments Initiation' section shows 'No data' in a table. Below it, a 'Pending Transactions' table lists one transaction:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	101.12	12/30/2014	12/30/2014	

Buttons for 'Initiate All', 'Update All', 'Submit', and 'Stop Payment(s)' are visible.

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

Processing Future Dated Invoice Payments

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

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

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

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



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

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

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Available	<input type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

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.

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

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

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Available	<input checked="" type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

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.

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

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

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

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401

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

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payment Information

Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1164.56

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

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

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

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401

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

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/31/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00		<input type="checkbox"/>	<input type="checkbox"/>	

Update All

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 6) To select the future dated individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

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

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period: 201401'. The 'Payments' tab is selected. A search bar shows filters for P Number (ANY), Parent Org. ID (H0_0), and Contract Number (H3_9). Below the search bar is a table of payment items:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a 'Submit' button. To the right, a 'Payment Information' summary shows: Total Invoiced: 1164.56, Total Failed: 0.00, Total Deferred: 0.00, Total Pending: 0.00, Total Successful: 0.00, Total Available: 1164.56. At the bottom right, there is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button.

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

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

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

The screenshot shows the CMS CGDP Payments portal interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and navigation links: Contact Us, My Profile, Logout, and Help. Below the header, the page title is "Sponsor Portal CGDP Payments" with an "Invoiced Reporting Period: 201401". There are filters for P Number (ANY), Parent Org. ID (H0_0), and Contract Number (H3_9). A "Payments due 6/8/2014" section is visible on the right. The main content area contains a table of payment information and a "Pending Transactions" table. The "Pending Transactions" table has a red border and shows a transaction with P Number P1_0, Authorization Amt. 101.12, Date Submitted 12/30/2014, Payment Date 12/31/2014, and a Stop Payment checkbox. A "Payment Information" summary table on the right shows "Total Pending" as 101.12. A "Payment Initiation Upload" section is also present.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_0	101.12	12/30/2014	12/31/2014	<input type="checkbox"/>

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

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

- 9) The **Payment Information region** also updates the Total Pending field with the amounts listed in the **Payments Pending Transactions region**.

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

This screenshot is identical to the previous one, but with a red box highlighting the "Total Pending" field in the "Payment Information" summary table, which now displays the value 101.12. The "Pending Transactions" table also remains highlighted with a red border.

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

Processing Deferred Invoices

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

The design of the CGDP Portal DPP displays the Defer check box for the following situations:

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

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

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

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

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

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



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The title is "Coverage Gap Discount Program". The login form contains fields for "User Id:" and "Password:", and a "Login" button.

- On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Legend:
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

- Populate the Select radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

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

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

In the following example, the Total Deferred field contains no deferred items.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The 'Payments' tab is active. A search bar shows filters for P Number (ANY), Parent Org. ID (H0_0), and Contract Number (H3_9). Below the search bar is a table of payment items:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table are buttons for 'Update All' and 'Submit'. To the right, a 'Payment Information' summary box shows:

Payment Information	
Total Invoiced	177.53
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	177.53

At the bottom, there is a 'Pending Transactions' section with a table that currently has 'No data' and a 'Stop Payment(s)' button.

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

In the following example, the invoice line items for \$9.54 and \$0.55 contain an active Defer check box.

This is a close-up of the payment items table from the previous screenshot. The rows for P1__9 and P1__7 are highlighted with red boxes, indicating they have an active 'Defer' checkbox.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Below the table are buttons for 'Update All' and 'Submit'.

- Note:** The design of the CGDP Portal DPP displays the Defer check box for the following situations:
- Invoice line item amounts located in the Invoiced Amt. field total less than system-default allowable amount.
 - Invoice line item amounts located in both the Invoiced Amt. and the Previous Deferred Amount fields total less that the system-default allowable amount.

- Populate the Defer check box with a check mark to select the invoice line item requiring deferral to the subsequent reporting period.

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

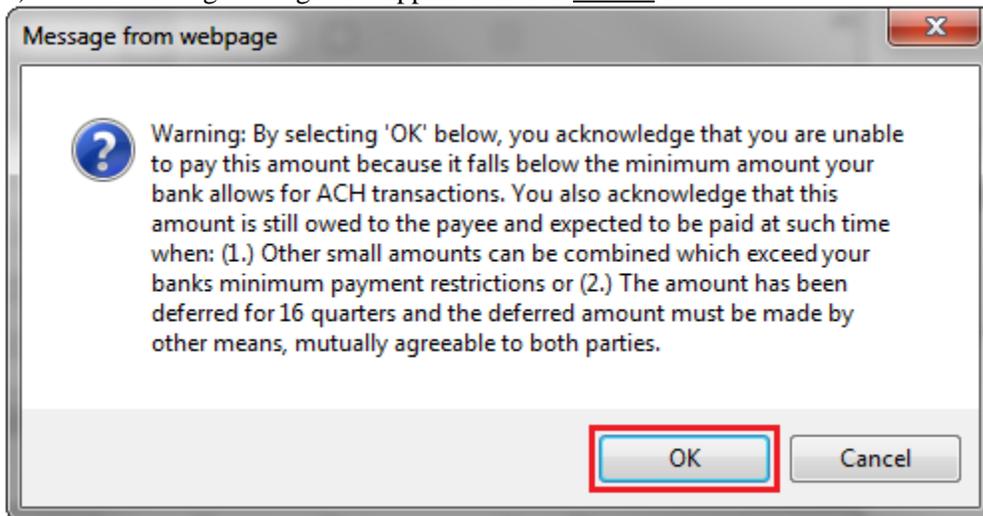
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Update All 12/30/2014

Note: Selecting Defer is applicable only if the Sponsor’s bank ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

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

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



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

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

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

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

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments'. The 'Payments' tab is selected. The 'Payment Information' summary box on the right contains the following data:

Payment Information	
Total Invoiced	177.53
Total Failed	0.00
Total Deferred	10.09
Total Pending	0.00
Total Successful	0.00
Total Available	167.44

The main table below shows two invoice items:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

The screenshot shows the 'Sponsor Portal' for 'CGDP Completed Payments'. The 'Completed' tab is selected. The 'Payment Information' summary box on the right contains the following data:

Payment Information	
Total Invoiced	0.00
Total Pending	0.00
Total Deferred	10.09
Total Failed	0.00
Total Successful	0.00
Total Outstanding	0.00

The main table below shows two invoice items:

P Number	Invoiced Amt.	Payment Date	EFTID
P1109	9.54	Deferred	CG14011109H9847
P1367	0.55	Deferred	CG14011367H9847

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

You have now completed processing a deferred invoice line item.

Initiate All Payment Processing Functionality

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

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

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

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



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

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

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

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

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

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

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

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

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

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_5	322.93	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_6	63.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payment Information

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1451.20

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

- 5) Review the invoice line items in the **Payments Initiation** region and locate the Initiate All check box.

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

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_5	322.93	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_6	63.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payment Information

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1451.20

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

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

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

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The 'Initiate All' checkbox is checked. A dialog box titled 'Message from webpage' is overlaid on the table, containing the following text:

You are going to initiate payments for ALL the contracts that are shown on this page. Please do not forget to set Payment Dates if you want to postpone certain payments. If data is not refreshed at the end of the process click on Payments tab.

The dialog box has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box in the subsequent image.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00				
P1__6	1063.44	0.00				
P1__5	322.93	0.00				
P1__6	63.71	0.00				

In the following example, the Initiate All informational message displays with the OK button highlighted.

This is a close-up of the 'Message from webpage' dialog box. The text inside is the same as in the previous screenshot. The 'OK' button is highlighted with a red box.

- Select the OK button to accept the informational message.

- 8) The **Payments Initiation region** displays the Initiate Payment field check box with a check mark populated for all invoice line items available on the active page.

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

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_0	1.12	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1_6	1063.44	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1_5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1_6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payment Information

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1451.20

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

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

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

If it is determined that invoice line items cannot be processed in the current reporting period or for the current date, the Initiate All functionality provides the ability to defer individual invoice line items to remove them from the payment processing functionality. It also provides the ability to update the payment initiation date to a future calendar date for all invoice line items or individual invoice line items.

- 10) To defer invoice line items that fall below the Sponsor banking ACH processing minimum threshold, populate the Defer field check box for those invoice line items. Selection of the Defer field check box automatically de-selects the Initiate Payment field check box for the invoice line item.

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

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1_6	1063.44	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1_5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1_6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payment Information

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1451.20

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

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

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

The screenshot shows the CMS Sponsor Portal interface. The main heading is "Sponsor Portal CGDP Payments" with an "Invoiced Reporting Period: 201401". The "Payments" tab is selected. A table lists payment items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. The row for P1_6 with an amount of 1063.44 is highlighted. A calendar is expanded for its "Payment Date" field, showing December 2014 with the 31st selected. To the right, a "Payment Information" summary shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. A "Payment Initiation Upload" section is also visible.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__6	1063.44	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

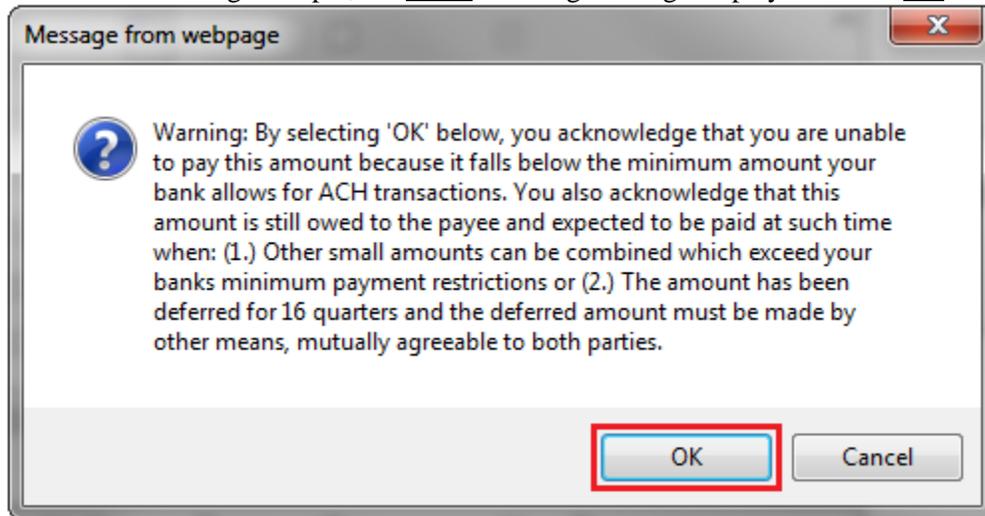
In the following example, the invoice line item of \$1,063.44 displays an updated calendar date and remains selected as part of the Initiate All functionality.

This screenshot is similar to the previous one but shows the "Initiate All" checkbox checked. The "Payment Date" field for the \$1,063.44 invoice line item (P1__6) now displays 12/31/2014. The "Initiate Payment" checkbox for this row is also checked. The "Payment Information" summary and "Payment Initiation Upload" section remain the same.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__6	1063.44	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

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



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

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

- 14) Select OK to defer the selected invoice line item.

15) Once the Initiate All process is completed, review the **Payment Information region** for updated amounts.

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

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The interface includes a navigation bar with 'Home', 'Payments', 'Completed', 'Receipts', and 'Reports'. A search bar contains filters for 'P Number: ANY', 'Parent Org. ID: H0_0', and 'Contract Number: H3_9'. A 'Payments due 6/8/2014' section is visible.

Payment Information Summary:

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	1.12
Total Pending	1450.08
Total Successful	0.00
Total Available	0.00

Main Payments Table:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
No data						

Pending Transactions Table:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_6	1063.44	12/30/2014	12/31/2014	<input type="checkbox"/>
P1_5	322.93	12/30/2014	12/30/2014	
P1_6	63.71	12/30/2014	12/30/2014	

The interface also includes a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button.

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

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

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

The screenshot shows the 'Completed Payments' tab selected in the 'Sponsor Portal'. The main heading is 'CGDP Completed Payments' with an 'Invoiced Reporting Period: 201401'. Below this are search filters for Parent Org. ID, Contract, and P number. A table lists one invoice line item with a deferred payment date. To the right, a 'Payment Information' summary table shows a total deferred amount of 1.12.

P Number	Invoiced Amt.	Payment Date	EFTID
P1__0	1.12	Deferred	CG14011__9H0__0

Payment Information	
Total Invoiced	1451.20
Total Pending	1450.08
Total Deferred	1.12
Total Failed	0.00
Total Successful	0.00
Total Outstanding	0.00

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

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

Processing Payment Initiation Upload Batch Functionality

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

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

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

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



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- On the **Home** tab, select the specific Sponsor Contract Number from the drop down list located in the Contract Number field.

In the following example, H0__7 populates the Contract Number field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: S5__4 | Contract Number: H0__7 | Reporting Period: ANY | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__4	H0__7	201401	Available	<input type="radio"/>
S5__4	H0__7	201402	Available	<input type="radio"/>
S5__4	H0__7	201403	Available	<input checked="" 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

- Populate the Select radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: S5__4 | Contract Number: H0__7 | Reporting Period: 201403 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__4	H0__7	201401	Available	<input type="radio"/>
S5__4	H0__7	201402	Available	<input type="radio"/>
S5__4	H0__7	201403	Available	<input checked="" 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

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

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

The screenshot shows the CMS portal interface. At the top, there are navigation tabs: Home, **Payments**, Completed, Receipts, and Reports. A printer icon is located in the upper right corner. Below the navigation, the page title is "Sponsor Portal CGDP Payments" with an "Invoiced Reporting Period: 201403". There are filters for "P Number: ANY", "Parent Org. ID: SS_4", and "Contract Number: H0_7".

The **Payments Initiation region** is highlighted with a red box and contains the following table:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__2	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__2	691.19	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__4	23.69	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__5	714.68	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	2.50	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table is a "Pending Transactions" section with columns: P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. It currently shows "No data".

On the right side, there is a "Payment Information" summary table and a "Payment Initiation Upload" section with a "Browse..." button and an "Upload" button.

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

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

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

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

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

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



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

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

	A	B	C	D	E	F
1	P NUMBER	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT DATE	FAILED DUE TO	
2	P1##2	284.54	0.00	01/12/15		
3	P1##2	691.19	0.00	01/02/15		
4	P1##4	23.69	0.00	01/02/15		
5	P1##7	167.56	0.00	01/02/15		
6	P1##5	714.68	0.00	01/02/15		
7	P1##6	2.5	0.00	01/02/15		
8	P1##7	96.41	0.00	01/02/15		
9						

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

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

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

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

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

Example of Batch Header line:

- HDR;S5__4; 201403
- Batch Detail Line: 'DET' to notate detail line followed by a semi-colon (;), Contract Number followed by a semi-colon (;), P Number followed by a semi-colon (;), EFT ID information, in CGYYQQP#####H##### format, followed by a semi-colon (;), Payment date, in YYYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

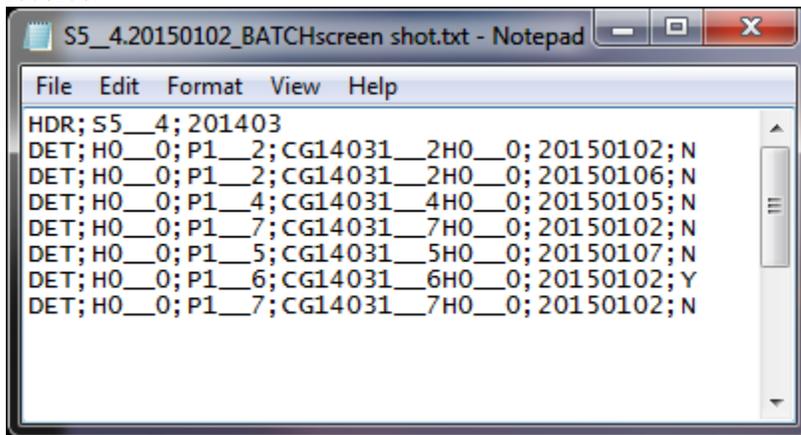
Example of a non-deferred invoice line item with payment date of 12/29/2014:

- DET;H0__0;P1__0;CG14011__0H0__0;20141229;N

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

- DET;H0__0;P1__0;CG14011__0H0__0;20150115;Y

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



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

11) Save the batch text file, once created with all selected invoice line items, using a Sponsor-determined file naming convention.

12) On the **Payments** tab, select the **Payment Initiation Upload region**.

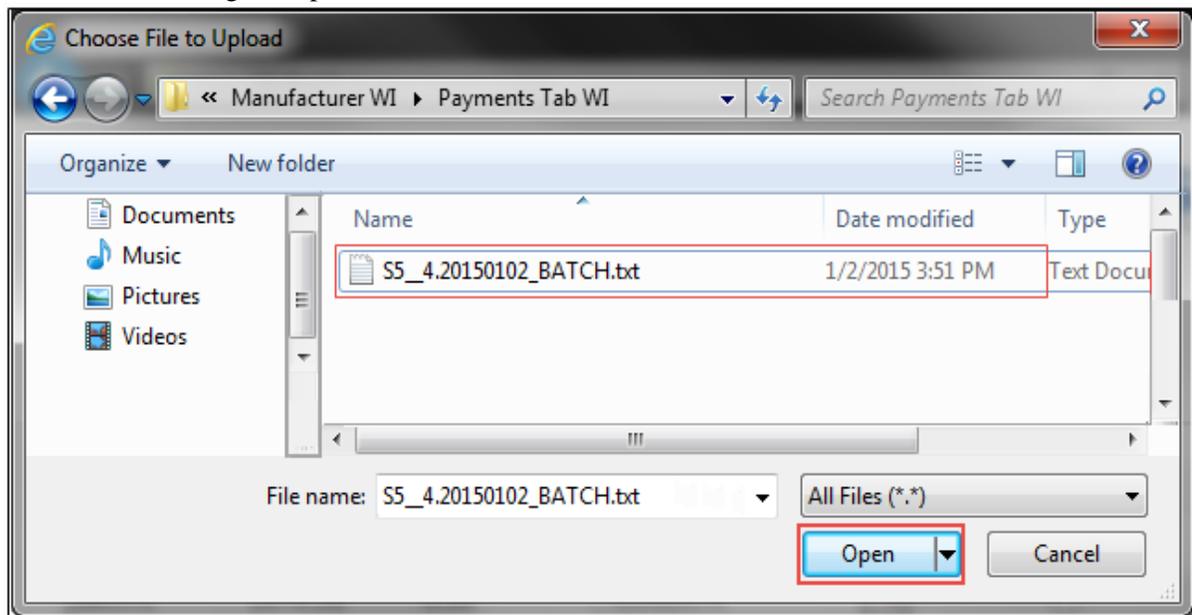
- 13) Select the Browse... button to search for the batch text file to be loaded to the CGDP Portal DPP system.

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



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

In the following example, the batch text file, S5__4.20150102_BATCH.txt, is located.



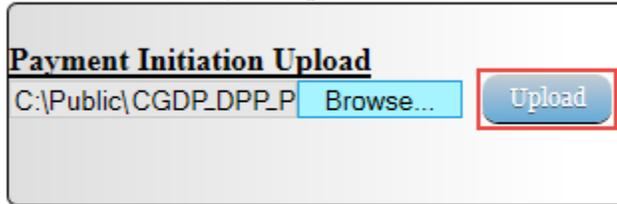
- 15) Select the Open button to upload the text file to the CGDP Portal DPP system.
- 16) In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the Browse... button.

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



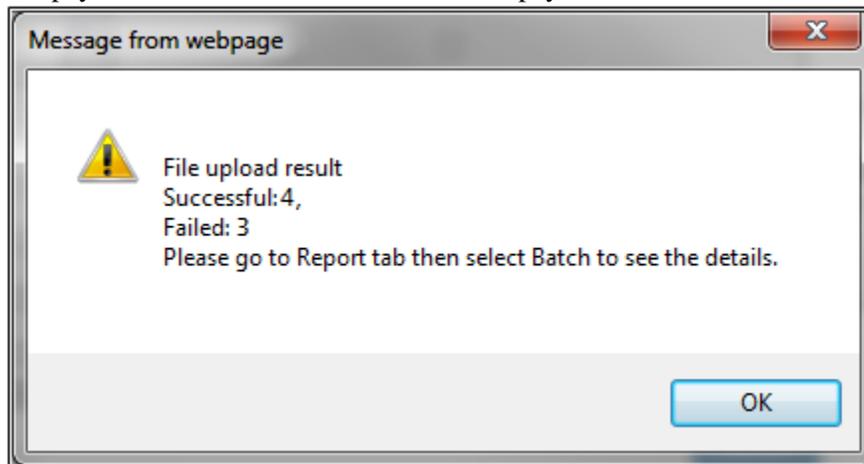
17) Select the Upload button to load the text file to the CGDP Portal DPP system.

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



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

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



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

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

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

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201403. The 'Payments' tab is selected. The interface includes search filters for P Number, Parent Org. ID, and Contract Number. A table lists three failed payments (P1__2, P1__7, P1__7) with their respective amounts and dates, all marked as 'Batch Failure' in the 'Failed' column. A 'Payment Information' summary box shows a 'Total Failed' amount of 548.51. A 'Payment Initiation Upload' section is also visible.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__2	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Batch Failure
P1__7	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Batch Failure
P1__7	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Batch Failure

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__2	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1__4	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1__5	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

Payment Information	
Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

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

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

The screenshot displays the CMS CGDP Payments portal interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and navigation links: Contact Us, My Profile, Logout, and Help. Below the header, the page title is "Sponsor Portal CGDP Payments" with an "Invoiced Reporting Period: 201403".

Search filters include: P Number: ANY, Parent Org. ID: S5884, and Contract Number: H0307. There is an "Initiate All" checkbox.

The main table lists payment transactions:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1002	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1077	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1137	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure

Below this table is an "Update All" checkbox with a date field set to 01/02/2015 and a "Submit" button.

The "Payment Information" region (highlighted with a red box) shows a summary for "Payments due 1/12/2015":

Payment Information	
Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

The "Payment Initiation Upload" region includes a "Browse..." button and an "Upload" button.

The "Pending Transactions" region (highlighted with a red box) shows a table of pending items:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1022	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1024	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1125	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

A "Stop Payment(s)" button is located at the bottom right of this region.

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

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

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201403

Payments due 1/12/2015

P Number: ANY Parent Org. ID: S5_4 Contract Number: H0_7

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_2	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1_7	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1_7	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure

Update All 01/02/2015

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_2	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1_4	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1_5	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

Payment Information

Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

Payment Initiation Upload

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

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

Sponsor Portal **CGDP Completed Payments** Invoiced Reporting Period: 201403

Parent Org. ID: S5_4 Contract: H0_7 P number: ANY

P Number	Invoiced Amt.	Payment Date	EFTID
P1_6	2.50	Deferred	CG14031_6H0_7

Payment Information

Total Invoiced	1980.57
Total Pending	0.00
Total Deferred	2.50
Total Failed	0.00
Total Successful	0.00
Total Outstanding	548.51

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

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

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

The screenshot shows the CMS portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links: Contact Us, My Profile, Logout, and Help. A breadcrumb trail includes Home, Payments, Completed, Receipts, and Reports (highlighted with a red box). Below the breadcrumb is the 'Sponsor Portal' section with 'CGDP Reports' and radio buttons for Invoice, Data, Dispute, and Batch (selected). A dropdown menu for 'Parent Org. ID' is set to 'S5_4'. To the right is a 'Current Cutoff Calendar' table. Below these elements is a table with the following data:

Primary ID	Description	Batch ID	Date Time	Download	Status	Last Download
S5_4	Batch init. 201403	515	20150102 03:25	<input type="radio"/>	3 Failed / 4 Successful	

25) Populate the radio button in the Download column to correspond to the reviewable batch file.

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

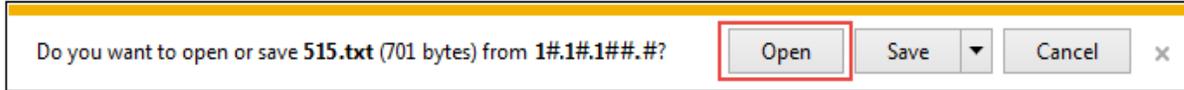
This screenshot is identical to the previous one, but with additional red boxes highlighting the 'Download' column (containing a selected radio button) and the 'Status' column (containing '3 Failed / 4 Successful') in the data table.

Primary ID	Description	Batch ID	Date Time	Download	Status	Last Download
S5_4	Batch init. 201403	515	20150102 03:25	<input checked="" type="radio"/>	3 Failed / 4 Successful	

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

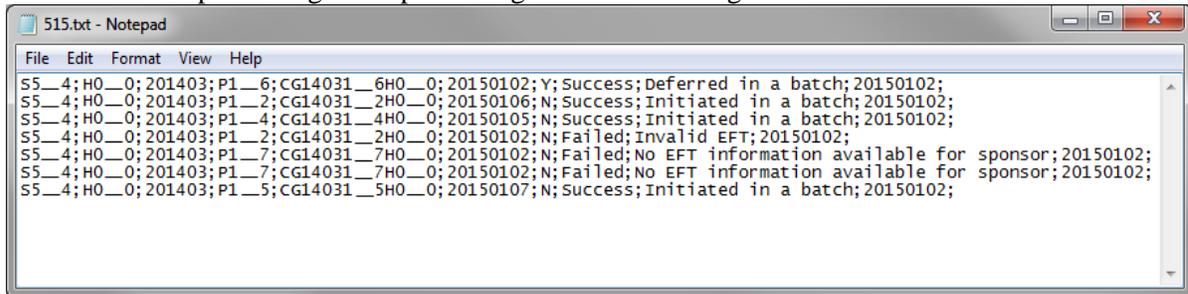
- Open button: view the data in text file format
- Save button: save the data in text file format
- Cancel button: exit the decision message

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



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

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



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

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

Processing Stop Payments

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

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

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

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

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



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Legend:
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

- Populate the Select radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

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

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

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

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

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

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period: 201401'. The 'Payments' tab is selected. The interface includes search filters for P Number, Parent Org. ID, and Contract Number. A table lists payment details with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. A 'Payment Information' summary box on the right highlights the 'Total Pending' amount of 280.88. Below the main table is a 'Pending Transactions' section with its own table and a 'Stop Payment(s)' button. A 'Payment Initiation Upload' section is also visible on the right.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P0__0	190.05	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__4	53.39	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__8	45.13	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__7	121.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	58.61	12/30/2014	12/31/2014	<input type="checkbox"/>
P0__6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0__4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

Payment Information	
Total Invoiced	704.99
Total Failed	0.00
Total Deferred	13.83
Total Pending	280.88
Total Successful	0.00
Total Available	410.28

- Review the **Payments Pending Transactions region** to verify the existence of future dated invoice line items available for stop payment processing. Future dated invoice line items available for stop payment processing will display a date greater than the current calendar date in the Payment Date field and an active check box in the Stop Payment field.

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

The screenshot shows the CMS CGDP Payments portal. At the top, there are navigation tabs: Home, Payments (selected), Completed, Receipts, and Reports. The main header includes the CMS logo and the text 'Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401'. Below this, there are search filters for P Number, Parent Org. ID, and Contract Number. A table lists several payment entries with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. To the right, a 'Payment Information' summary shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. Below the main table is a 'Pending Transactions' section with a table containing columns for P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. The first row in this table (P1__0) has a checked 'Stop Payment' checkbox, which is highlighted with a red box. A 'Stop Payment(s)' button is located at the bottom right of this section.

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

- To process a stop payment for future dated invoice line items, populate the check box in the Stop Payment field with a check mark.

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

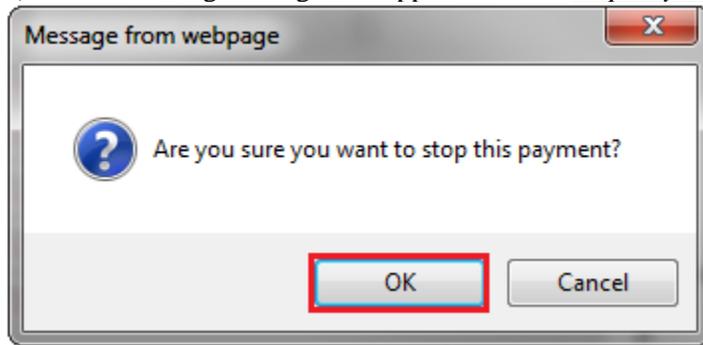
This is a close-up of the 'Pending Transactions' table from the screenshot above. The table has the following data:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	58.61	12/30/2014	12/31/2014	<input checked="" type="checkbox"/>
P0__6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0__4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

The first row (P1__0) is highlighted with a red border, and its 'Stop Payment' checkbox is checked. A 'Stop Payment(s)' button is visible at the bottom right of the table area.

- Select the Stop Payment(s) button, located at the bottom right of the **Payments Pending Transactions region**, to process the invoice line item stop payment.

8) The following message will appear after the Stop Payment(s) button is selected:



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

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

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

- Processing Invoice Line Item payments
- Processing Future Dated Invoice Line Item payments

9) Select the OK button to process the stop payment for the invoice line item.

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

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

The screenshot displays the CMS CGDP Payments portal interface. At the top, there are navigation tabs for Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and the text 'Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401'. Below this, there are filters for P Number (ANY), Parent Org. ID (H0_0), and Contract Number (H3_9). A 'Payments due 6/8/2014' notification is present in the top right.

The central table lists payment items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. The row for P1_0 with an amount of 58.61 is highlighted in red. Below this table is an 'Update All' button and a 'Submit' button.

To the right, a 'Payment Information' summary box shows the following values: Total Invoiced (704.99), Total Failed (0.00), Total Deferred (13.83), Total Pending (222.27), Total Successful (0.00), and Total Available (468.89). The 'Total Pending' value is highlighted in red.

Below the main table is a 'Pending Transactions' section with a table containing columns for P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. The table lists two transactions: P0_6 (32.06, 12/30/2014, 01/15/2015) and P0_4 (190.21, 12/30/2014, 12/31/2014). A 'Stop Payment(s)' button is located at the bottom right of this section.

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

In the following example, P1__0 populates the P Number field drop down list and displays the reinstated invoice line item data in the **Payments Initiation region**.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period: 201401'. The 'Payments' tab is selected. The 'P Number' dropdown is set to 'P1__0', 'Parent Org. ID' is 'H0__0', and 'Contract Number' is 'H3__9'. A table of payments is displayed with the following data:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	58.61	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is an 'Update All' button and a 'Submit' button. To the right, a 'Payment Information' summary shows: Total Invoiced: 704.99, Total Failed: 0.00, Total Deferred: 13.83, Total Pending: 222.27, Total Successful: 0.00, and Total Available: 468.89. At the bottom, a 'Pending Transactions' table shows two entries with 'Stop Payment' checkboxes. A 'Payment Initiation Upload' section includes a 'Browse...' button and an 'Upload' button. A 'Stop Payment(s)' button is located at the bottom right of the main content area.

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

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare and Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
GBA	Government Benefits Administrators
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators

Draft version of Help Link Payment Initiation Error Messages

Appendix B: System Code Descriptions

Error Code	Error Description
A	Available
C	Successful
CF	Clearing House Failure
D	Deferred
DB	Deferred in Batch
F	Failed
F0	Unknown failure
F001	File rejected: Each record must be in a new line
F002	File rejected: File must start with a header record
F003	File rejected: Invalid Header record
F004	File rejected: Invalid Detail record
F005	Primary ID must be 6 characters and start with XP
F006	File rejected: Each header record must contain 'HDR', Primary ID and Reporting period
F007	Invalid defer request
F008	Detail record must contain 'DET', Manufacturer, Sponsor, EFT Scheduled Date, Defer (optional)
F010	Manufacturer is not formatted properly
F011	Header row without details
F012	Already deferred
F013	No EFT information available for Sponsor
F015	Reporting period length must be 6 characters
F016	Invalid header
F017	No EFT information available for Manufacturer
F020	Contract length must be 5 characters
F023	Line item has been already processed
F025	Unparseable date
F030	Date in the past
F035	Invalid EFT
F040	Primary Id and logon do not match
F045	Line item not found.
F050	Line item not found. Attempt to pay negative invoice
F085	Scheduled payment date before invoice distribution date
F103	Single amount exception velocity amount
F105	AUTHENTICATION ERROR (Care account is not set)
F110	Payment method not found
F115	Invalid payment request
F120	Your request cannot be processed. Please revise your data and retry

Error Code	Error Description
F125	Routing number not found
F130	Declined
F135	Configuration is required to use the requested service
F140	The credentials specified do not process for the merchant location specified
F145	Terminal disabled
F150	Other UNKNOWN ERROR
F205	Read timed out
F207	Failed to create service
F209	Processing system error
F211	Invalid or missing Payment Method ID
F212	User not authorized to perform this transaction/amount
F27	Scheduled payment date after payment deadline
F305	File records belong to more than one quarter
F310	Failed - Closed / Invalid Acct
F315	Failed - Non-Sufficient funds
F320	Failed - Suspended
F325	Failed - Charged Back
F330	Failed - Resolved
F335	Invalid or missing account last four
FB	Batch Initiation Failure
FDB	Batch Defer Failure
FS120	<i>Your request cannot be processed. Please revise your data and retry</i>
FS135	<i>Configuration is required to use the requested service</i>
FS140	<i>The credentials specified do not process for the merchant location specified</i>
FS145	<i>Terminal disabled</i>
FS155	<i>AUTHENTICATION ERROR (Care account is not set)</i>
FS160	Payment method not found during scheduled job
FS165	Invalid payment request during scheduled job
FS170	Request failed during a scheduled job
FS255	Read timed out on scheduled job
I	Incomplete
INI	Payment Initiated
INIB	Initiated in a Batch
INIS	Payment Initiated by Scheduler
P	Pending
S	Scheduled Payment for Future Date
SP	Stopped Payment
W27	Scheduled payment date after payment deadline, not used

Appendix C: Sponsor Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Parent Organization ID and reporting period to be included in the header record to create a batch upload file.

The format of the header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Parent Org. ID	05	Responsible Contract Number or ST Number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the detail record(s) will be as follows

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
Contract Number	05	Submitting Contract Number
Data divider	01	; (semicolon)
P Number	05	Manufacturer P Number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P Number, Contract Number. Example of format: CGYYQQ#####H#####
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

Glossary

<u>Term</u>	<u>Definition</u>
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the <u>Invoice Amt.</u> and <u>Previous Deferred Amount</u> fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
Defer	Provides a check box available for selection when the <u>Invoiced Amt.</u> or the combination of the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number. Example: CG14031##1H1##1.

Term	Definition
Failed (Status)	Status designation of an invoice that denotes that one or more items has an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.
Logout	Provides one-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i>
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays the current date of a generated invoice line item payment, in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payments are due to be initialized.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account

Term	Definition
Reporting Period	Quarter and Calendar year, in YYYYQQ format, that prescription drug event data is distributed to Manufacturers and Sponsors.
Sponsor	A Part D Plan (PDP) sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage, and a cost plan offering qualified prescription drug coverage. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payments Initiation or Payments Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Parent Organization ID (Parent Org. ID)