

Slide 1

The slide features a light olive green background with a thin blue vertical line on the left and a thin blue horizontal line across the middle. The main title is centered in white text: "Interim Payments in the Retiree Drug Subsidy (RDS) Program". Below the title, the subtitle "Module 5: Payment Setup" is also centered. A small, dark grey button with the text "NEXT" and a right-pointing arrow is positioned on the horizontal line. At the bottom of the slide, there are two logos: the "RDS RETIREE DRUG SUBSIDY" logo on the left and the "CMS CENTERS for MEDICARE & MEDICAID SERVICES" logo on the right.

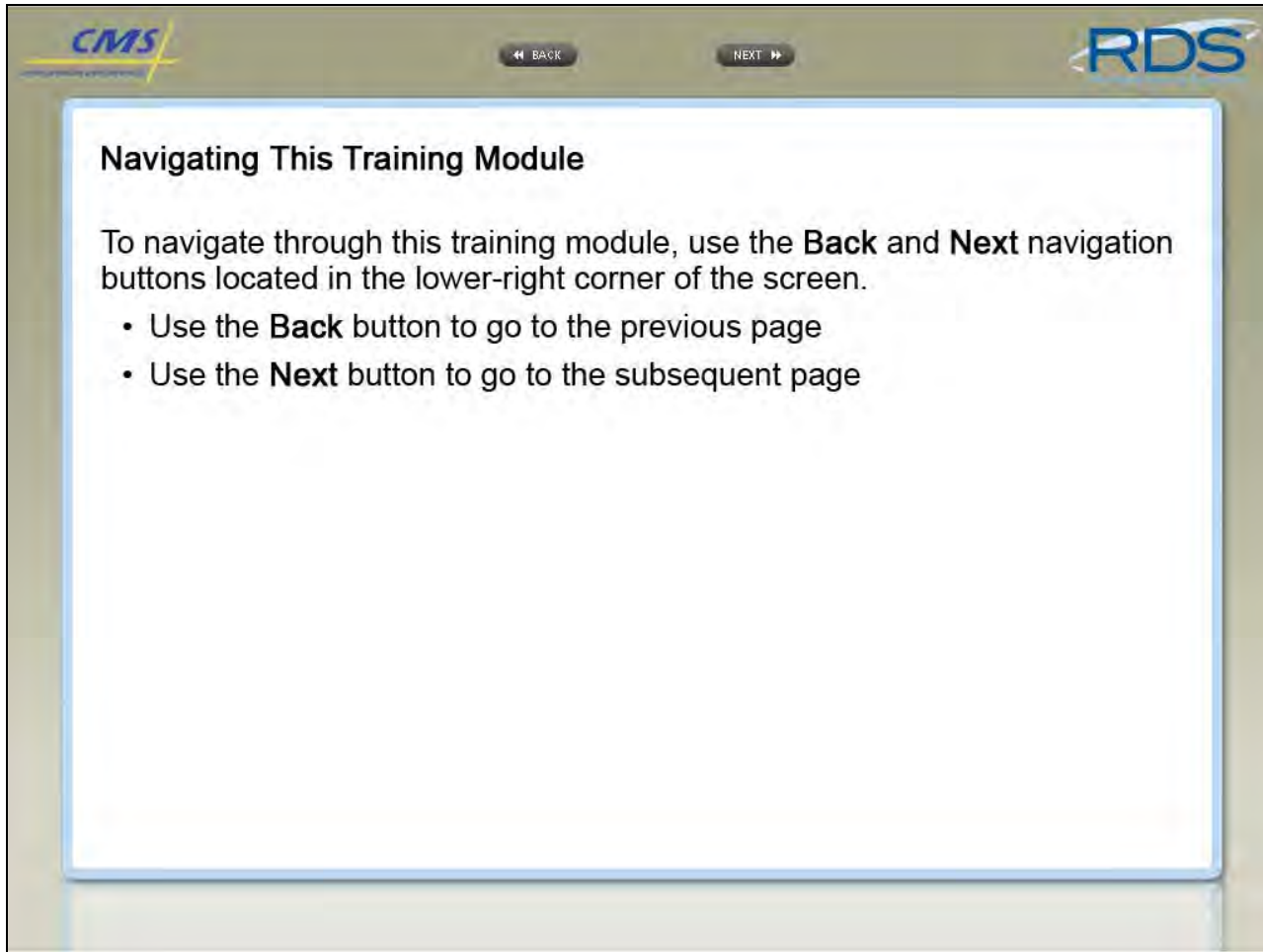
Slide notes

Interim Payments in the Retiree Drug Subsidy Program.

Module 5: Payment Setup.

Click the Next button to begin the training.

Slide 2



Slide notes

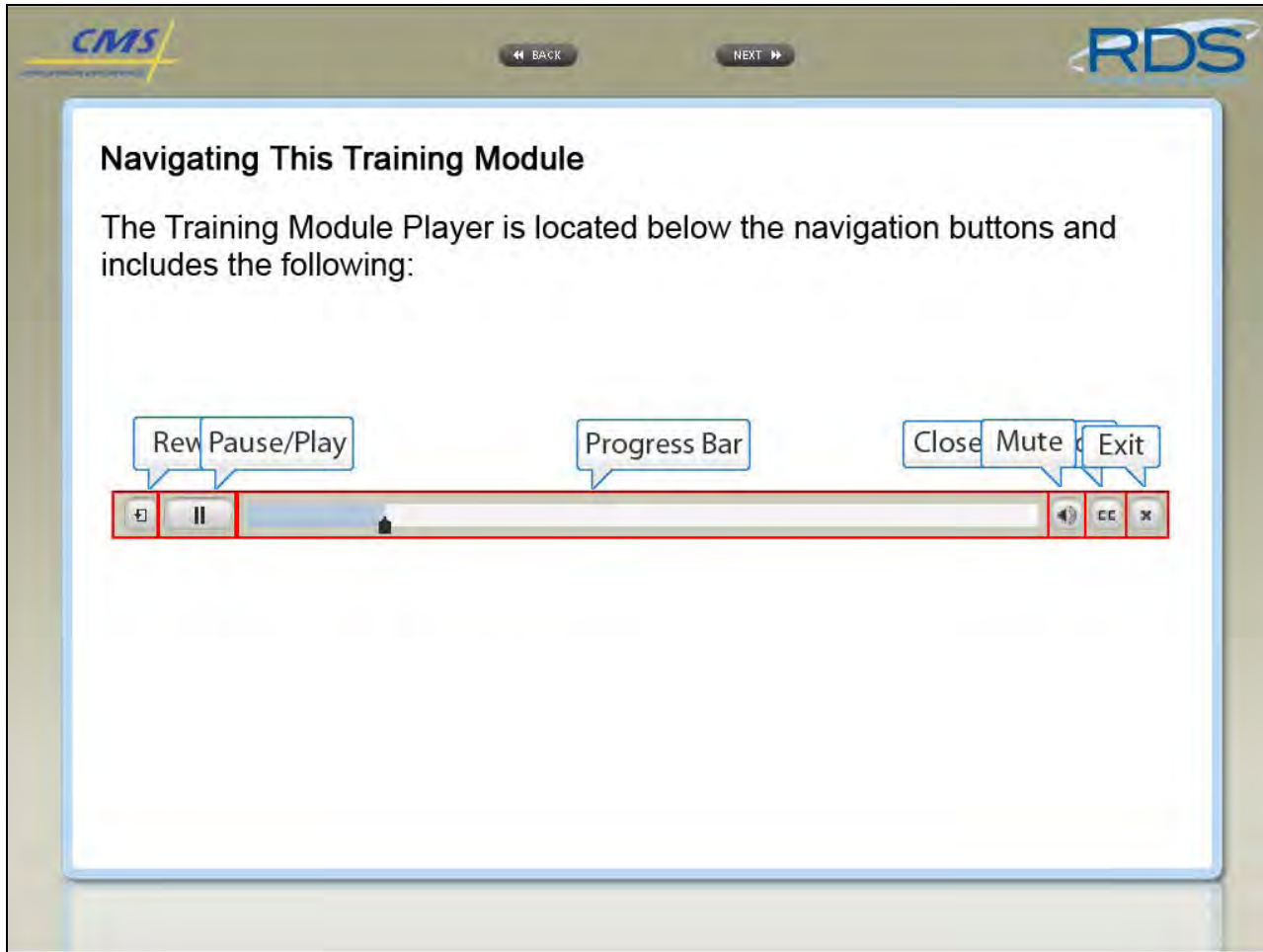
Navigating This Training Module

To navigate through this training module, use the Back and Next navigation buttons located in the lower-right corner of the screen.

Use the Back button to go to the previous page.

And Use the Next button to go to the subsequent page.

Slide 3



Slide notes

The Training Module Player is located below the navigation buttons and includes the following:

The Rewind button, which replays the course from the beginning;

The Pause or Play button, which pauses or continues the current page;

The Progress bar, which displays training progress and can be used to move through the pages of this training;

The Mute button, which turns the audio on or off;

The Closed Caption button, which displays the closed caption text;

And the Exit button, which terminates the training.

Slide 4

The slide content is presented within a frame that includes the CMS logo in the top left, the RDS logo in the top right, and navigation buttons for BACK and NEXT. The main content area is titled "Introduction" and features a horizontal flow diagram with four steps: "Annual Plan Application", "Payment Setup", "Interim Payment", and "Reconciliation (12 Steps)". The "Interim Payment" step is highlighted with a black background, while the others are blue. Below the diagram, there are six yellow ducks arranged in a row.

Slide notes

Introduction. As you learned earlier, Payment Setup is not part of the Interim Payment Process, but rather a part of the Application Lifecycle. However, Payment Setup is critical to the Interim Payment Process because it affects the “who” and “how” of reporting costs and requesting payments. Figuratively, it is about “getting your ducks in a row.”

In this training module, you are going to learn about Payment Setup and what you need to know as a Plan Sponsor or Vendor so that you have a successful Interim Payment experience.

Slide 5

Objectives

After completing this training module, you will be able to:

- ✓ Describe the role Payment Setup plays in the Interim Payment Process
- ✓ Identify the users that have the authority to complete Payment Setup
- ✓ List the conditions that must be met before initiating Payment Setup
- ✓ Recall the Payment Setup guidelines
- ✓ List and summarize the six steps of Payment Setup
- ✓ Explain how Cost Reporters are configured in Payment Setup
- ✓ Identify what can be changed in Payment Setup
- ✓ List the four common mistakes to avoid in Payment Setup

Slide notes

Objectives.

After completing this training module, you will be able to:

Describe the role Payment Setup plays in the Interim Payment Process;

Identify the users that have the authority to complete Payment Setup;

List the conditions that must be met before initiating Payment Setup;

Recall the Payment Setup guidelines;

List and summarize the six steps of Payment Setup;

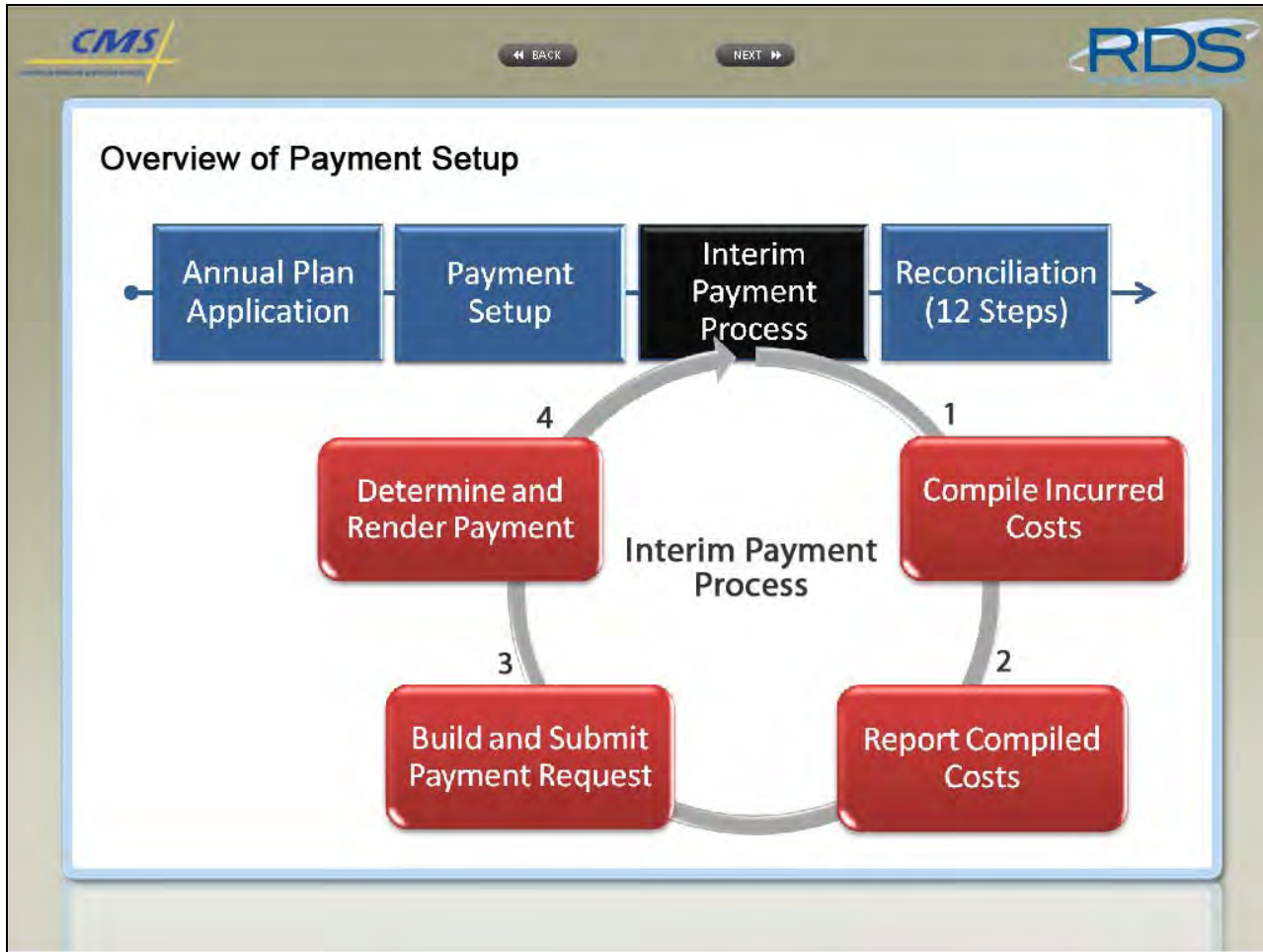
Explain how Cost Reporters are configured in Payment Setup;

Identify what can be changed in Payment Setup;

and List the four common mistakes to avoid in Payment Setup.

Now that you understand the objectives, let's get started.

Slide 6



Slide notes

Overview of Payment Setup.

Payment Setup is the process where a Plan Sponsor determines who reports cost data for each Benefit Option on the Application, how the information is sent to CMS' RDS Center, and who requests Interim Payments if the Plan Sponsor has selected an Interim Payment Frequency.

Slide 7

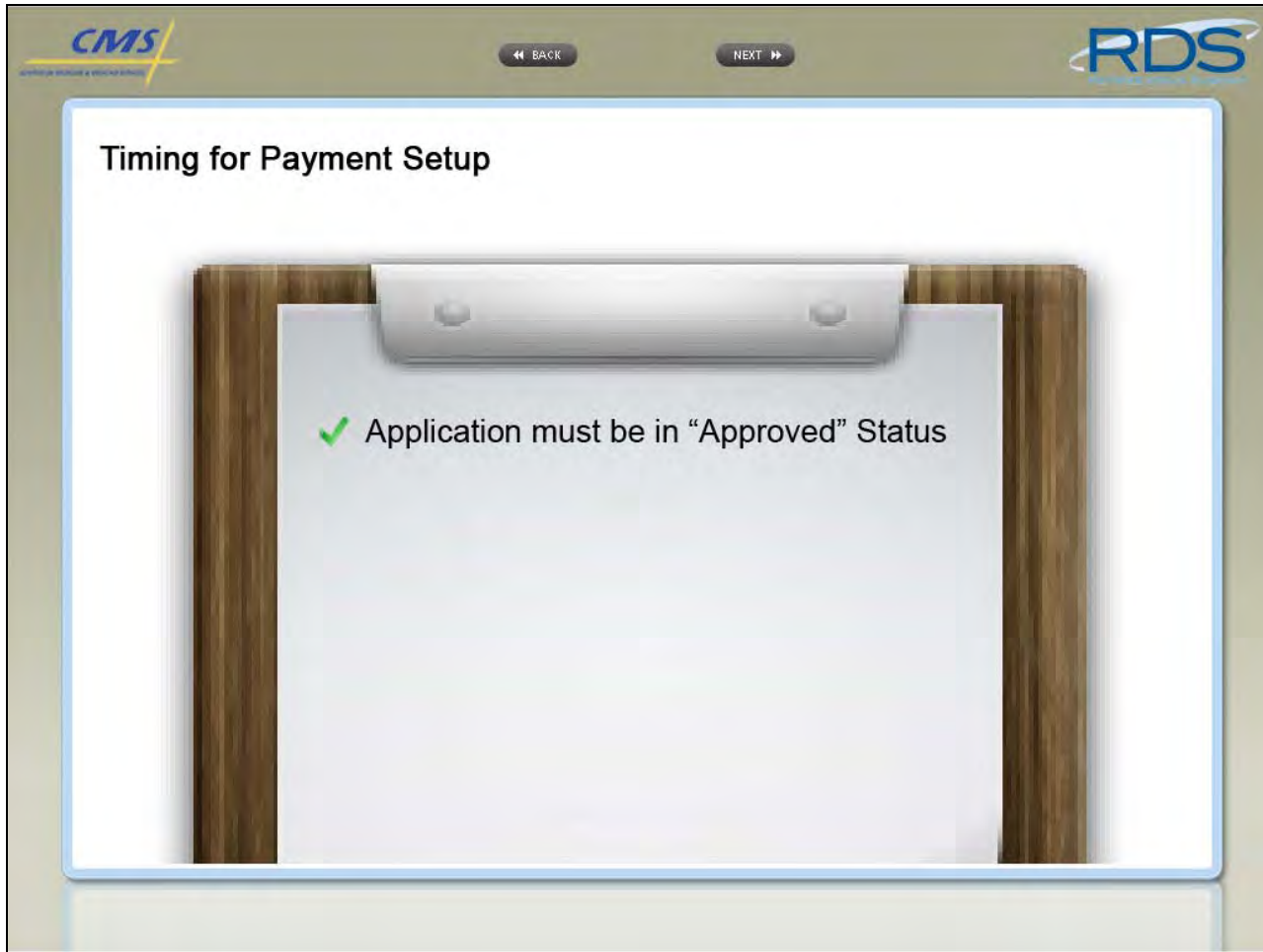
The slide content is enclosed in a light blue border. At the top left is the 'CMS' logo. At the top center are two navigation buttons: 'BACK' with a left arrow and 'NEXT' with a right arrow. At the top right is the 'RDS' logo. The main title is 'The Authority to Complete Payment Setup'. Below the title are two cartoon illustrations. The first is a woman in a light blue suit holding a grey briefcase, labeled 'Authorized Representative'. The second is a man in a blue suit holding an orange briefcase, labeled 'Account Manager'.

Slide notes

The Authority to Complete Payment Setup.

The Authorized Representative and Account Manager are the only RDS Secure Website user roles that have the authority to access and complete Payment Setup.

Slide 8



Slide notes

Timing for Payment Setup.

There is only one criteria that must be met before a Plan Sponsor can initiate Payment Setup. The Application must be in an "Approved" status. Plan Sponsors cannot submit Interim Cost Reports or Interim Payment Requests until Payment Setup has been completed.

Slide 9

Knowledge Check

Which of the following system users have the authority to complete Payment Setup?

- A) Cost Preparers and Cost Reporters
- B) Payment Requesters and Account Managers
- C) Account Manager and Authorized Representative
- D) All of the above
- E) None of the above

Review Area

Try again

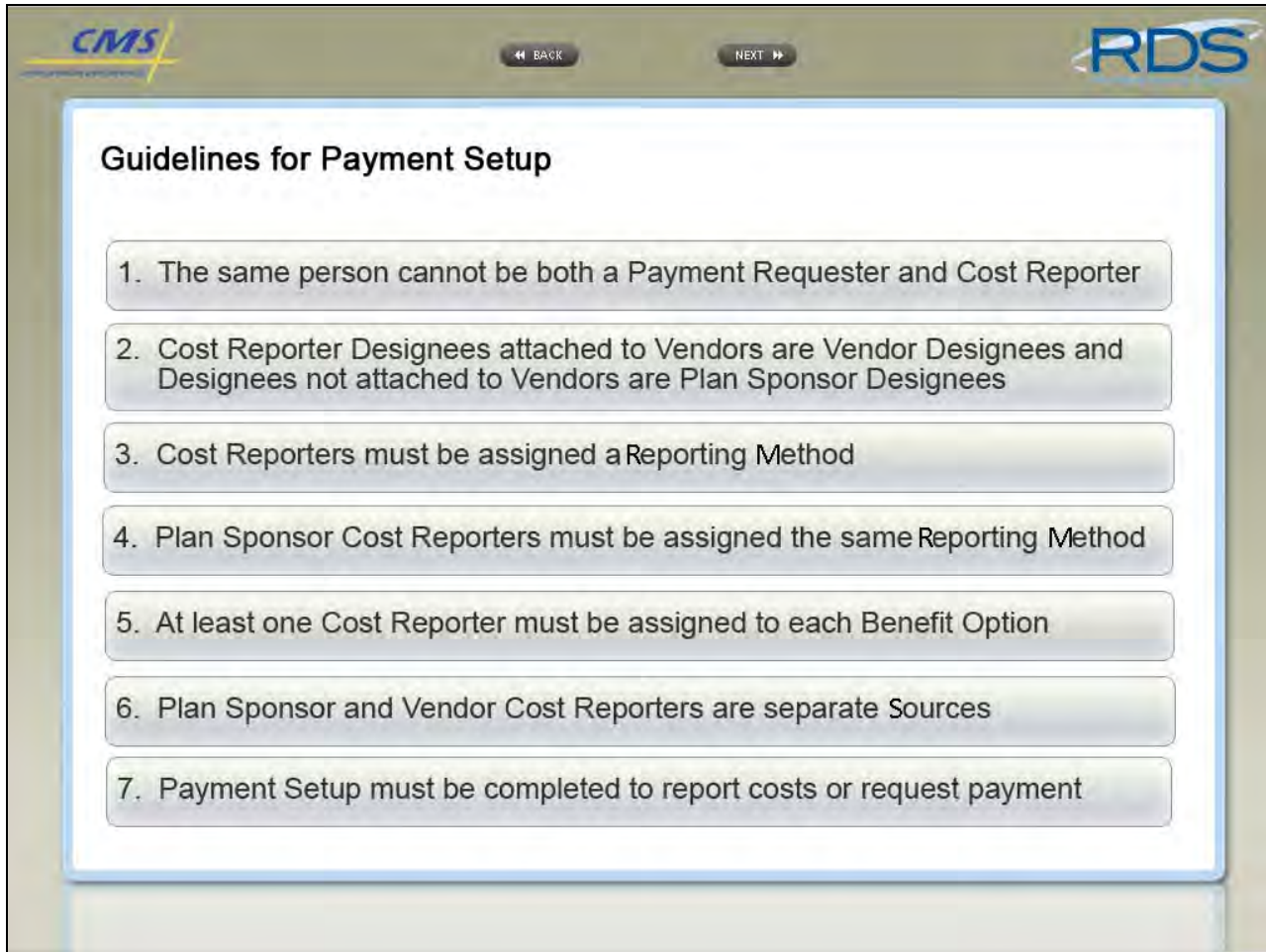
CLEAR SUBMIT

Slide notes

Knowledge Check. Let's take a few moments to check what you have learned by answering the multiple choice question below. It is recommended that you wait until all answers are read before selecting and submitting your answer. Which of the following system users have the authority to complete Payment Setup?

- Is it A) Cost Preparers and Cost Reporters
- B) Payment Requesters and Account Managers
- C) Account Manager and Authorized Representative
- D) All of the above
- or E) None of the above

Slide 10



The screenshot shows a presentation slide with a light blue border. At the top left is the 'CMS' logo, at the top right is the 'RDS' logo. In the center, there are two buttons: 'BACK' with a left arrow and 'NEXT' with a right arrow. The main content is a white box with a blue border containing the title 'Guidelines for Payment Setup' and a list of seven numbered guidelines, each in a light blue rounded rectangle.

Guidelines for Payment Setup

1. The same person cannot be both a Payment Requester and Cost Reporter
2. Cost Reporter Designees attached to Vendors are Vendor Designees and Designees not attached to Vendors are Plan Sponsor Designees
3. Cost Reporters must be assigned a Reporting Method
4. Plan Sponsor Cost Reporters must be assigned the same Reporting Method
5. At least one Cost Reporter must be assigned to each Benefit Option
6. Plan Sponsor and Vendor Cost Reporters are separate Sources
7. Payment Setup must be completed to report costs or request payment

Slide notes

Guidelines for Payment Setup.

Before initiating Payment Setup, there are some guidelines that you must first understand. Most of these guidelines have been addressed in the previous training modules, so they should be familiar to you. Let's review the guidelines.

The same person cannot be both a Payment Requester and Cost Reporter. This means that a single individual may not have both the Report Costs privilege and the Request Payment privilege on a given Application. A Cost Reporter cannot request payments, and a Payment Requester cannot report costs.

Cost Reporter Designees attached to Vendors are Vendor Designees and Designees not attached to Vendors are Plan Sponsor Designees. This means that when you set up Cost Reporter Designees in Payment Setup, you want to make sure that your Designees are attached to the appropriate Source.

Cost Reporters must be assigned a Reporting Method. As you learned earlier, there are two reporting methods: Data Entry and Mainframe.

Plan Sponsor Cost Reporters must be assigned the same Reporting Method. This means that Plan Sponsor Cost Reporters must either submit cost data by Data Entry or by Mainframe, but not using both methods on the same Application.

At least one Cost Reporter must be assigned to each Benefit Option.

Plan Sponsor and Vendor Cost Reporters are separate Sources. As you learned previously, the source becomes particularly important if you have multiple Cost Reporters reporting on the same Benefit Option for the same plan month. Cost data reported by the same source overlays, while cost data reported by different sources are added together.

And finally, Payment Setup must be completed to report costs or request payment.

Slide 11

The Six Steps of Payment Setup

Payment Setup Menu

Step 1 has been automatically completed for you. Please complete Steps 2 through 6 to perform your initial payment setup. It is recommended that each step be completed in order. However, if you are not able to complete a particular step at this time, you will be able to revisit it later.

After each step is completed a status of "Complete" will display in the Status column. After Steps 1 through 5 are completed you may access the "Final Review to Complete Payment Setup" step to submit your Payment Setup options. Once this step is listed as "Complete" the entire Payment Setup process will be complete. The Account Manager and Authorized Representative will receive an email confirmation upon completion of Payment Setup.

After you have completed Payment Setup you may change any of your Payment Setup options by revisiting the appropriate step. Please note that you will be required to revisit Step 6 to submit your new Payment Setup options if changes are made in Steps 2 through 5.

To view the details of your selected Payment Setup options, please click on the following link [View Payment Setup Options](#).

Payment Setup Steps	Status
1 Assign Payment Requester Privilege to Authorized Representative	Complete
2 Assign Payment/Cost Privilege to Account Manager	Incomplete
3 Assign Payment/Cost Privilege to Designee(s)	Incomplete
4 Specify Vendors for Cost Reporting	Incomplete
5 Assign Benefit Options to Cost Reporters	Incomplete
6 Final Review to Complete Payment Setup	Incomplete

Approved OMB number 0938-0977

[Return to Application List](#)

Slide notes

The Six Steps of Payment Setup.

The Payment Setup process consists of six steps which include the following:

Step 1: Assign Payment Requester Privilege to Authorized Representative;

Step 2: Assign Payment/Cost Privilege to Account Manager;

Step 3: Assign Payment/Cost Privilege to Designees;

Step 4: Specify Vendors for Cost Reporting;

Step 5: Assign Benefit Options to Cost Reporters; and

Step 6: Final Review to Complete Payment Setup.

Let's explore each of these steps in greater detail.

Slide 12

Step 1: Assign Payment Requester Privilege to the Authorized Representative

Payment Setup Menu

	Payment Setup Steps	Status
✓	1 Assign Payment Requester Privilege to Authorized Representative	Complete
—	2 Assign Payment/Cost Privilege to Account Manager	Incomplete
—	3 Assign Payment/Cost Privilege to Designee(s)	Incomplete
—	4 Specify Vendors for Cost Reporting	Incomplete
—	5 Assign Benefit Options to Cost Reporters	Incomplete
—	6 Final Review to Complete Payment Setup	Incomplete

Slide notes

Step 1: Assign Payment Requester Privilege to Authorized Representative.

Step 1 is automatically completed. As a RDS Secure Website rule, the Authorized Representative's payment-related privilege always defaults to Request Payment, and cannot be changed. However, the Authorized Representative is not required to request interim payments. As you will see in the following steps, the Account Manager or a Designee can also be assigned the Request Payment privilege for an Application.

Slide 13

Step 2: Assign Payment/Cost Privilege to Account Manager

What privilege will the Account Manager have?

Payment Setup Menu

	Payment Setup Steps	Status
✓	1 Assign Payment Requester Privilege to Authorized Representative	Complete
✓	2 Assign Payment/Cost Privilege to Account Manager	Complete
—	3 Assign Payment/Cost Privilege to Designee(s)	Incomplete
—	4 Specify Vendors for Cost Reporting	Incomplete
—	5 Assign Benefit Options to Cost Reporters	Incomplete
—	6 Final Review to Complete Payment Setup	Incomplete

Slide notes

Step 2: Assign Payment/Cost Privilege to Account Manager.

In this step, the Plan Sponsor asks: what privilege will the Account Manager have? The Plan Sponsor is required to assign the Account Manager one of the following privileges: Request Payment, Report Costs, or View Only.

Slide 14

Step 3: Assign Payment/Cost Privilege to Designees

Will Plan Sponsor Designees be used to Report Costs or Request Payment?

Payment Setup Menu

Payment Setup Steps	Status
✓ 1 Assign Payment Requester Privilege to Authorized Representative	Complete
✓ 2 Assign Payment/Cost Privilege to Account Manager	Complete
✓ 3 Assign Payment/Cost Privilege to Designee(s)	Complete
— 4 Specify Vendors for Cost Reporting	Incomplete
— 5 Assign Benefit Options to Cost Reporters	Incomplete
— 6 Final Review to Complete Payment Setup	Incomplete

Slide notes

Step 3: Assign Payment/Cost Privilege to Designees.

Will Plan Sponsor Designees be used to report costs or request payment? If the Plan Sponsor is using Designees, the Designees must be identified in this step if they were not already identified in the Application Submission Process.

A Designee can be assigned either the Report Costs privilege or the Request Payment privilege, but not both in the same Application.

Slide 15

Step 4: Specify Vendors for Cost Reporting

Will Vendor and Vendor Designees be used for cost reporting?

Payment Setup Menu

Payment Setup Steps	Status
✓ 1 Assign Payment Requester Privilege to Authorized Representative	Completed
✓ 2 Assign Payment/Cost Privilege to Account Manager	Completed
✓ 3 Assign Payment/Cost Privilege to Designee(s)	Completed
✓ 4 Specify Vendors for Cost Reporting	Completed
5 Assign Benefit Options to Cost Reporters	Incomplete
6 Final Review to Complete Payment Setup	Incomplete

Slide notes

Step 4: Specify Vendors for Cost Reporting.

In this step, the Plan Sponsor asks: will Vendor and Vendor Designees be used for cost reporting? The Plan Sponsor may choose to assign Vendors for cost reporting.

To specify a Vendor in Step 4, you need a valid Vendor ID. The Vendor ID is an identification number assigned to a Vendor by CMS' RDS Center as a form of verification of the Vendor's contract with the Plan Sponsor. If you do not know the Vendor ID, contact the Vendor directly for this information. Make sure you clarify with the Vendor, which cost reporting submission method you would like them to use. The Vendor ID may vary depending on whether the Vendor is reporting Data Entry or Mainframe. For each Vendor assigned, you need to let CMS' RDS Center know if you plan on having a Designee to view the Cost Reports submitted by the specific Vendor. Vendor Designees are required if a Vendor is reporting by the Data Entry method, but are not required if reporting by Mainframe.

Slide 16

Step 5: Assign Benefit Options to Cost Reporters

Who is providing the cost data for each Benefit Option?

Payment Setup Menu

Payment Setup Steps	Status
✓ 1 Assign Payment Requester Privilege to Authorized Representative	Complete
✓ 2 Assign Payment/Cost Privilege to Account Manager	Complete
✓ 3 Assign Payment/Cost Privilege to Designee(s)	Complete
✓ 4 Specify Vendors for Cost Reporting	Complete
✓ 5 Assign Benefit Options to Cost Reporters	Complete
— 6 Final Review to Complete Payment Setup	Incomplete

Slide notes

Step 5: Assign Benefit Options to Cost Reporters

In this step, the Plan Sponsor asks: who is providing the cost data for each Benefit Option? The Plan Sponsor is required for each Benefit Option to let CMS' RDS Center know who is providing the cost data.

Slide 17

Step 6: Final Review to Complete Payment Setup

Did I enter everything correctly?

Payment Setup Menu

Payment Setup Steps	Status
✓ 1 Assign Payment Requester Privilege to Authorized Representative	Complete
✓ 2 Assign Payment/Cost Privilege to Account Manager	Complete
✓ 3 Assign Payment/Cost Privilege to Designee(s)	Complete
✓ 4 Specify Vendors for Cost Reporting	Complete
✓ 5 Assign Benefit Options to Cost Reporters	Complete
✓ 6 Final Review to Complete Payment Setup	Complete

Slide notes

Step 6: Final Review to Complete Payment Setup.

In this step, the Plan Sponsor asks: did I enter everything correctly? The Plan Sponsor reviews and confirms Payment Setup.

Slide 18

The screenshot shows a slide titled "Knowledge Check" with the following content:

- Logos for CMS and RDS.
- Navigation buttons: BACK and NEXT.
- Icon of a stack of books.
- Question: "True or False: Plan Sponsors cannot submit Interim Cost Reports or Interim Payment Requests until Payment Setup has been completed."
- Options: A) True, B) False.
- A "Review Area" box containing a "Try again" button.
- Buttons for CLEAR and SUBMIT.

Slide notes

Knowledge Check. Let's take a few moments to check what you have learned by answering the true or false question below. It is recommended that you wait until all answers have been read before selecting and submitting your answer. True or False: Plan Sponsors cannot submit Interim Cost Reports or Interim Payment Requests until Payment Setup has been completed.

Is it A) True

Or B) False

Slide 19

Common Cost Reporting Configurations

- Account Manager reporting Data Entry
- Plan Sponsor Designee reporting Data Entry
- Vendor Reporting Mainframe with Vendor Designee viewing reports
- Vendor Designee reporting Data Entry on behalf of Vendor

Slide notes

Common Cost Reporting Configurations.

There are four common cost reporting configurations:

Account Manager reporting Data Entry;

Plan Sponsor Designee reporting Data Entry;

Vendor Reporting Mainframe with Vendor Designee viewing reports; and

Vendor Designee reporting Data Entry on behalf of Vendor.

Slide 20

The screenshot shows a presentation slide with the following elements:

- Top left: CMS logo
- Top center: BACK and NEXT navigation buttons
- Top right: RDS logo
- Title: Changing Payment Setup
- Table with 2 columns: Before Reporting Costs, After Reporting Costs

Before Reporting Costs	After Reporting Costs
Anything can be changed in Payment Setup	Cannot change the Account Manager privilege from Report Costs to View Only or Request Payment
	Cannot change Plan Sponsor Designee privilege from Report Costs to Request Payment
	Cannot cannot remove a Vendor
	Cannot remove Benefit Options from Cost Reporters

Slide notes

Changing Payment Setup.

CMS' RDS Center does not limit the number of times you can make changes to Payment Setup. However, Payment Setup must be completed before you can submit a Cost Report or make a Payment Request. Before cost data is reported, anything can be changed in Payment Setup. It is not until after cost data has been reported that there are rules on what data can be changed in Payment Setup.

After cost data has been reported:

You cannot change the Account Manager privilege from Report Costs to View Only or Request Payment;

You cannot change Plan Sponsor Designee privilege from Report Costs to Request Payment;

You cannot remove a Vendor; and

You cannot remove Benefit Options from Cost Reporters.

Slide 21

Common Mistakes to Avoid

- Not assigning a Vendor to a Benefit Option
- Not attaching Designees to a Vendor
- Setting up both the Plan Sponsor and Vendor to report cost data on the same Benefit Option
- Not completing Payment Setup

Slide notes

Common Mistakes to Avoid.

Common mistakes to avoid in Payment Setup include the following:

Not assigning a Vendor to a Benefit Option. When a Vendor is not assigned to a Benefit Option the Mainframe Cost Reports are rejected, and the Designee for the Vendor is prohibited from entering cost data.

Not attaching Designees to a Vendor. When a Designee is not attached to a Vendor, the Designee is considered a Plan Sponsor Designee. Plan Sponsor Designees do not have access to Vendor Cost Reports. If a Vendor is submitting Cost Reports through Data Entry, Payment Setup cannot be completed until a Cost Reporter Designee is assigned to a Vendor.

Setting up both the Plan Sponsor and Vendor to report cost data on the same Benefit Option. When both the Plan Sponsor and Vendor report cost data on the same Benefit Option for the same plan month, the cost data are added together and potentially duplicated.

Not completing Payment Setup. When Payment Setup is incomplete, cost data cannot be reported, Vendor files are rejected, and Data Entry is prohibited on the RDS Secure Website.

Slide 22

Summary

In this training module, you learned about Payment Setup and should now be able to:

- ✓ Describe the role Payment Setup plays in the Interim Payment Process
- ✓ Identify the users that have the authority to complete Payment Setup
- ✓ List the conditions that must be met before initiating Payment Setup
- ✓ Recall the Payment Setup guidelines
- ✓ List and summarize the six steps of Payment Setup
- ✓ Explain how Cost Reporters are configured in Payment Setup
- ✓ Identify what can be changed in Payment Setup
- ✓ List the four common mistakes to avoid in Payment Setup

Slide notes

Summary.

In this training module, you learned about Payment Setup and should now be able to:

Describe the role Payment Setup plays in the Interim Payment Process;

Identify the users that have the authority to complete Payment Setup;

List the conditions that must be met before initiating Payment Setup;

Recall the Payment Setup guidelines;

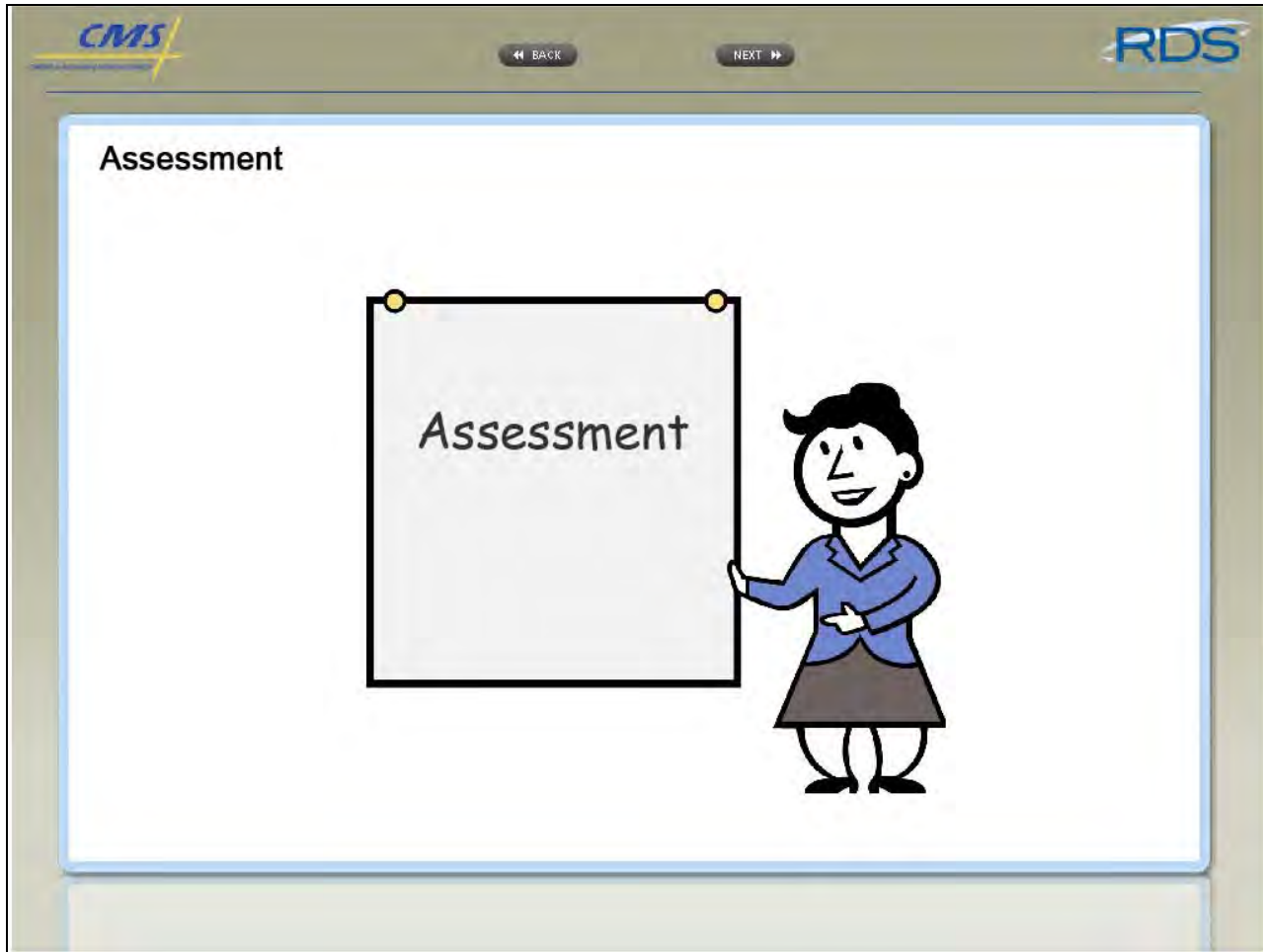
List and summarize the six steps of Payment Setup;

Explain how Cost Reporters are configured in Payment Setup;

Identify what can be changed in Payment Setup;

and List the four common mistakes to avoid in Payment Setup;

Slide 23



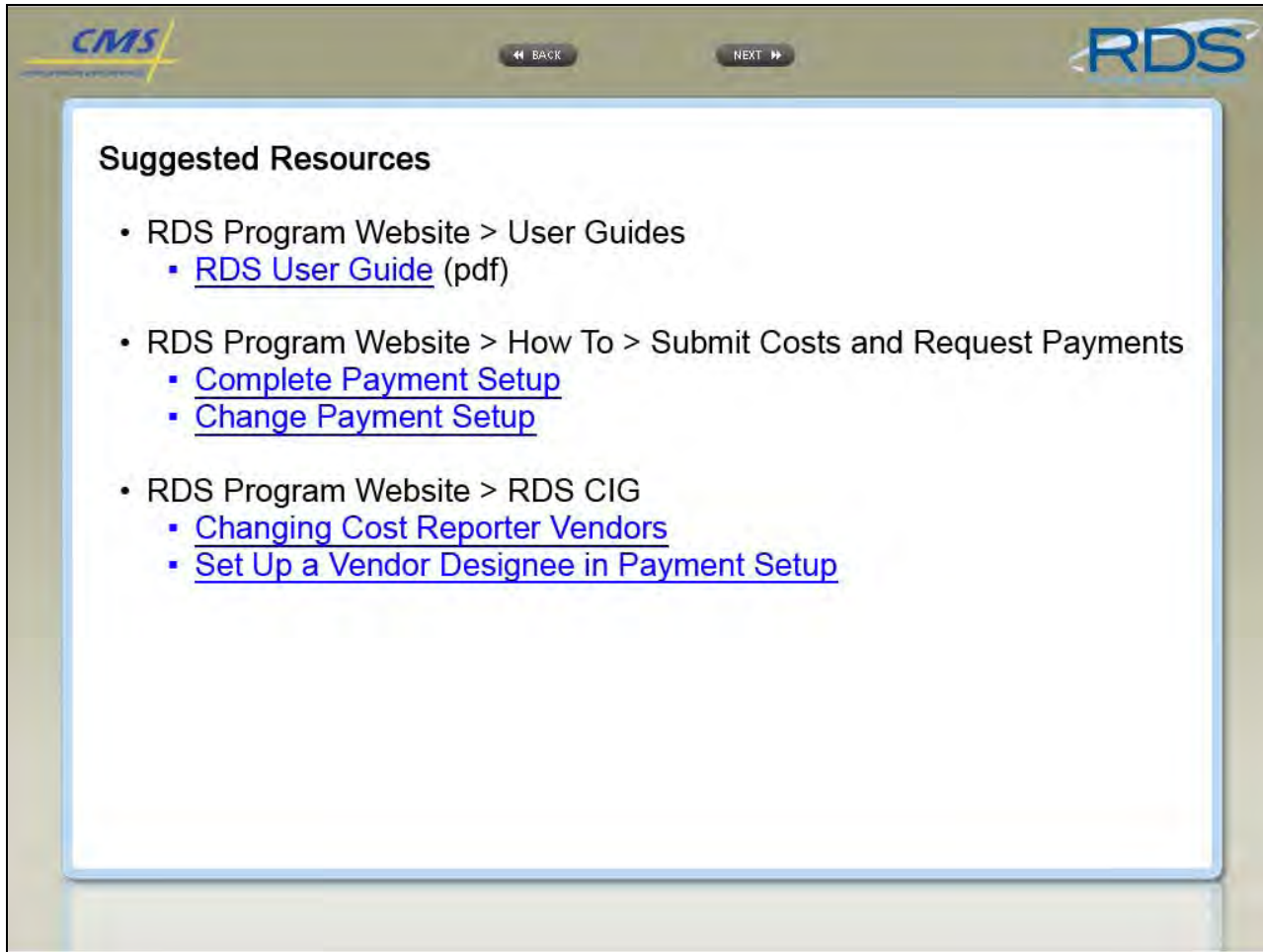
Slide notes

Now that you have finished this module; let's assess what you have learned. You will be presented with 5 questions that will either be multiple-choice or true-false. It is recommended that you wait until all answers are read before selecting and submitting your answer. If you would like to skip this assessment, you may select the Next button above every question.

Slides 24 - 28

Questions will be selected randomly from a pool that can be found in [Appendix A](#).

Slide 29



The screenshot shows a presentation slide with a light blue border. At the top left is the 'CMS' logo, at the top right is the 'RDS' logo. In the center, there are two buttons: 'BACK' with a left arrow and 'NEXT' with a right arrow. The main content area is titled 'Suggested Resources' and contains a bulleted list of links.

Suggested Resources

- RDS Program Website > User Guides
 - [RDS User Guide](#) (pdf)
- RDS Program Website > How To > Submit Costs and Request Payments
 - [Complete Payment Setup](#)
 - [Change Payment Setup](#)
- RDS Program Website > RDS CIG
 - [Changing Cost Reporter Vendors](#)
 - [Set Up a Vendor Designee in Payment Setup](#)

Slide notes

Suggested Resources. To increase your retention of this information, we recommend that you review the following resources:

RDS Program Website > User Guides

RDS User Guide

RDS Program Website > How To > Submit Costs and Request Payments

Complete Payment Setup

Change Payment Setup

RDS Program Website > RDS CIG

Changing Cost Reporter Vendors

Set Up a Vendor Designee in Payment Setup

Slide 30

The slide features a light blue border and a white background. At the top left is the CMS logo, and at the top right is the RDS logo. In the center, there is a large blue question mark icon above a yellow lightbulb icon. To the right of the question mark is a yellow box containing the text: "Questions? Call CMS' RDS Center Help Line: 1-800-562-1963". To the right of the lightbulb is another yellow box containing the text: "Suggestions? Email CMS' RDS CIG Group: RDSCIG@cms.hhs.gov". At the top center, there are two small navigation buttons labeled "BACK" and "NEXT".

Slide notes

Contact CMS' RDS Center

If you have any questions about the Interim Payment Process or have any other RDS issues, contact CMS' RDS Center Help Line at 1-800-562-1963.

If you have suggestions about this Web-Based Training, about the RDS Program, or any other technical assistance products that you would like, email your suggestions to RDSCIG@cms.hhs.gov.

Slide 31

The screenshot shows a training slide with a light green background. In the top left corner is the 'CMS' logo, and in the top right corner is the 'RDS' logo. A 'BACK' button with a left-pointing arrow is centered at the top. The main content area is a white rectangle with a blue border containing the following text:

Congratulations!

You have just completed the training module. You should now have a better understanding of the overview for the Interim Payment Process.

Thank you for your participation. Click the Exit button in the lower-right corner or close your browser to exit this training module.

In the bottom right corner of the white area, there is a red button labeled 'Exit'.

Slide notes

Congratulations! You have just completed the training module. You should now have a better understanding of the overview for the Interim Payment Process.

Thank you for your participation. Click the Exit button in the lower-right corner or close your browser to exit this training module.

5 ddYbXjl '5 'FUbXca 'Ei YgHjcbg'

Assessment

Which of the following definitions best describes Payment Setup?

- A) The process where a Plan Sponsor determines who reports cost data for each Benefit Option on the Application, how the information is transmitted to CMS' RDS Center, and who requests interim payments if the Plan Sponsor has elected an Interim Payment Frequency.
- B) The process by which the Plan Sponsor or an agent of the Plan Sponsor such as a Vendor submits interim costs reports and request interim payments for Qualifying Covered Retirees on an approved RDS Application.
- C) The process when after the end of the Plan Year, the Plan Sponsor finalizes the Covered Retiree List and submits all final cost data.

Incorrect: The correct answer is the process by which the Plan Sponsor determines who reports cost data for each Benefit Option on the Application, how the information is transmitted to CMS' RDS Center, and who requests interim payments if the Plan Sponsor has elected an Interim Payment Frequency. This best describes Payment Setup.

Review Area

CLEAR SUBMIT

Slide notes

Which of the following definitions best describes Payment Setup?

Is it A) The process where a Plan Sponsor determines who reports cost data for each Benefit Option on the Application, how the information is transmitted to CMS' RDS Center, and who requests interim payments if the Plan Sponsor has elected an Interim Payment Frequency.

B) The process by which the Plan Sponsor or an agent of the Plan Sponsor such as a Vendor submits interim cost reports and requests interim payments for Qualifying Covered Retirees on an approved RDS Application.

or C) The process when after the end of the Plan Year, the Plan Sponsor finalizes the Covered Retiree List and submits all final cost data.

5 ddYbXj| '5 '7 cbH'

Assessment

Which of the following are conditions that must be met before Payment Setup can be initiated?

- A) Application is in "Approved" status
- B) Authorized Representative is verified
- C) Interim Payment Frequency is assigned to Application
- D) Payment Setup is complete
- E) Application has not reached the maximum number of Interim Payment Requests

Incorrect: The only condition that must be met before Payment Setup can be initiated is that the Application must be in "Approved" status.

Review Area

CLEAR SUBMIT

Slide notes

Which of the following are conditions that must be met before Payment Setup can be initiated?

Is it A) Application is in "Approved" status

B) Authorized Representative is verified

C) Interim Payment Frequency is assigned to Application

D) Payment Setup is complete

or E) Application has not reached the maximum number of Interim Payment Requests

5 ddYbXj| '5 '7 cbh'

Assessment

Which of the following is not one of the six steps of Payment Setup?

- A) Assign Payment Requester Privilege to Authorized Representative
- B) Assign Payment/Cost Privilege to Account Manager
- C) Assign Payment/Cost Privilege to Designees
- D) Specify Vendors for Cost Reporting
- E) Assign Benefit Options to Cost Reporters
- F) Specify Payment Frequency
- G) Final Review to Complete Payment Setup

Incorrect: This is determined during the Application Submission process. However, the six steps of Payment Setup do include Assign Payment Requester Privilege to Authorized Representative, Assign Payment/Cost Privilege to Account Manager, Assign Payment/Cost Privilege to Designees, Specify Vendors for Cost Reporting, Assign Benefit Options to Cost Reporters, and Final Review to Complete Payment Setup.

Review Area

CLEAR SUBMIT

Slide notes

Which of the following is not one of the six steps of Payment Setup?

Is it A) Assign Payment Requester Privilege to Authorized Representative

B) Assign Payment/Cost Privilege to Account Manager

C) Assign Payment/Cost Privilege to Designees

D) Specify Vendors for Cost Reporting

E) Assign Benefit Options to Cost Reporters

F) Specify Payment Frequency

or G) Final Review to Complete Payment Setup

5 ddYbXj| '5 '7 cbh'

Assessment

True or False: At least one Cost Reporter must be assigned to each Benefit Option.

- A) True
- B) False

Incorrect: This statement is true because at least one Cost Reporter must be assigned to each Benefit Option.

Review Area

CLEAR SUBMIT

Slide notes

True or False: At least one Cost Reporter must be assigned to each Benefit Option

Is it A) True

or B) False

5 ddYbXj| '5 '7 cbH'

Assessment

Which of the following cannot be done in Payment Setup after cost data has been reported?

- A) Removing a Vendor
- B) Changing Account Manager privilege from Report Costs to View Only or Request Payment
- C) Changing Plan Sponsor Designee privilege from Report Costs to Request Payment
- D) Removing Benefit Options from Cost Reporters
- E) All of the above

Incorrect: You should have selected all of the above. After cost data has been reported, the following cannot be changed in Payment Setup: removing a vendor; changing Account Manager privilege from Report Costs to View Only or Request Payment; changing Plan Sponsor Designee privilege from Report Costs to Request Payment; and removing Benefit Options from Cost Reporters.

Review Area

CLEAR SUBMIT

Slide notes

Which of the following cannot be done in Payment Setup after cost data has been reported?

Is it A) Removing a Vendor

B) Changing Account Manager privilege from Report Costs to View Only or Request Payment

C) Changing Plan Sponsor Designee privilege from Report Costs to Request Payment

D) Removing Benefit Options from Cost Reporters

or E) All of the Above

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Assessment

True or False: A system user can be assigned both the Request Payment and Report Cost privilege.

- A) True
- B) False

Incorrect: This statement is false because a system user cannot be assigned both the Request Payment and Report Cost privilege.

Review Area

Review Area

CLEAR SUBMIT

Slide notes

True or False: A system user can be assigned both the Request Payment and Report Cost privilege.

Is it A) True

or B) False

5 ddYbXj| '5 '7 cbH'

Assessment

True or False: A Vendor can be deleted in Payment Setup after costs have been reported.

- A) True
- B) False

Incorrect: This statement is false because a Vendor cannot be deleted in Payment Setup after costs have been reported.

Review Area

CLEAR SUBMIT

Slide notes

True or False: A Vendor can be deleted in Payment Setup after costs have been reported.

Is it A) True

or B) False

5 ddYbXj| '5 '7 cbH'

Assessment

Which of the following are common mistakes to avoid in Payment Setup?
(Select all that apply)

- A) Not assigning a Vendor to a Benefit Option
- B) Not attaching Designees to a Vendor
- C) Setting up both the Plan Sponsor and Vendor to report costs on the same Benefit Option
- D) Not completing Payment Setup

Incorrect: You should have selected all of the above. Common mistakes to avoid in Payment Setup include not assigning a Vendor to a Benefit Option, not attaching Designees to a Vendor, setting up both the Plan Sponsor and Vendor to report costs on the same Benefit Option, and not completing Payment Setup.

Review Area

CLEAR SUBMIT

Slide notes

Which of the following are common mistakes to avoid in Payment Setup? (Check all that apply)

- A) Not assigning a Vendor to a Benefit Option
- B) Not attaching Designees to a Vendor
- C) Setting up both the Plan Sponsor and Vendor to report costs on the same Benefit Option
- D) Not completing Payment Setup