

# Open Payments Quick Reference Guide

## Payment Category Page

### Introduction

This quick reference guide provides a high-level overview of the “Payment Category” page of the Open Payments system. The Open Payments system provides three types of Payment Category pages to correspond to the three payment categories: General Payments, Research Payments, and Ownership or Investment Interest.

The Payment Category page allows users affiliated with applicable manufacturers and applicable group purchasing organizations (hereafter collectively referred to as “reporting entities”), to review the status of individual records, edit, copy and/or delete records and submit records for final submission.

Covered recipients cannot access the “Payments Category” page.

### Prerequisites

- User is registered in the Centers for Medicare & Medicaid Services (CMS) Identity Management system (IDM).
- Reporting entity is registered in the Open Payments system.
- Reporting entity has recertified in the Open Payments system, if necessary.
- Reporting entity has submitted data to the Open Payments system.
- User must hold the role of officer, submitter, and/or attester for the reporting entity to access the Payment Category page.

### Actions

#### Accessing a Payment Category Page

1. Log in to the Open Payments system via the CMS Enterprise Portal at <https://portal.cms.gov/> and select the “Submissions” tab.

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2. Under “Review Submitted Payment Records,” select the payment type, reporting entity and program year you wish to view, then select “Review Detail”. This brings you to the selected “Payment Category” page.

### **Reviewing Records via Data Table**

The data table at the bottom of the “Payment Category” page provides details of submitted records for the selected entity, program year, and payment category, as well as the status and required actions (if applicable) for these records. Use the search filtering tools above the data table to customize the view.

No records will be shown if the entity has not submitted any data under the selected payment category and program year.

### **Downloading Records**

Users can download the record information by selecting the “Download Zip File” link on the Payment Category page. The CSV file will contain all of the columns of data displayed on the page. Any filters you have applied to the data will also be applied to the download file.

Downloaded data files cannot exceed 400,000 records. To download more than 400,000 records, apply filtering criteria to create smaller subsets of records and download them in separate files.

### **Editing, Deleting, and Attesting to Records**

On the “Payment Category” page, users with the role of submitter can:

- View, copy and edit records by selecting the “View” or “Edit” or “Copy” links in the “Actions” column.
- Delete records by selecting records and then the “Delete Selected” button.
  - Un-attested records will be deleted immediately. Records that have been previously attested will be identified with a ‘Yes’ in the “Marked for Deletion” column. Refer to the quick reference guide “Record Deletion” for steps to complete the deletion process for attested records.
- Cancel the deletion of records marked for deletion by selecting “Cancel Deletion” button.
- Review errors for records in a failed status by selecting the associated File ID (if applicable) or Record ID hyperlink.

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- Update the Delay in Publication Indicator for record(s) that are in the “Ready for Submission”, “Ready for Attestation”, and “Attested” statuses.
  - Refer to the “Requesting or Updating a Delay in Publication” quick reference guide or Open Payments User Guide for Reporting Entities for more details.
  - Records updated through this process do not undergo re-validation and re-matching. Status of the records will be updated to “Ready for Submission.”
- Return records to the attester by selecting the checkboxes for the record(s) and then the “Return to Attester” button. Note: Only records with the status of “Returned to Submitter” can be returned to the attester.
- Perform final submission of all “Ready for Submission” records under the payment category. Refer to quick reference guide “Final Submission and Attestation” for more information.

Users with the role of an attester can:

- Review records on the “Payment Category” page.
- Return records to the submitter for correction if needed by selecting the checkboxes for the records and then the “Return to Submitter” button.
  - Note: Only records in “Ready for Attestation” status can be returned to the submitter.
  - Records marked for deletion can be fully deleted by attestation or restored by selecting “Cancel Deletion”. If any changes are needed to records marked for deletion, attestors should contact submitters directly.

## Next Steps

- Review, copy, edit, renew delay of publication, attest, and resubmit records as needed.

## Additional Resources

All data submission resources are available on the Resources page of the Open Payments website at <https://www.cms.gov/OpenPayments/About/Resources.html>.

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The “Data Submission and Attestation” chapter of the Open Payments User Guide for Reporting Entities provides step-by-step instructions for various data submission and attestation scenarios.

Quick reference guides relevant to actions you can perform via the paymnet category page and your next steps include:

- Bulk File Upload
- Manual Data Entry
- Final Submission and Attestation
- Record Deletion
- Requesting or Updating a Delay in Publication
- Identifying Validation and Matching Errors
- Correcting Validation and Matching Errors
- Consolidated Reporting

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## Disclosure

- **Disclaimer:** The contents of this document do not have the force and effect of law and are not meant to bind the public in any way unless specifically incorporated into a contract. This document is intended only to provide clarity to the public regarding existing requirements under the law.
- **Activities/persons addressed by this document:** Guidance of the "Payment Category" page of the Open Payments system, which allows users affiliated with applicable manufacturers and applicable group purchasing organizations, to review the status of individual records, edit or delete records, and begin the attestation process.
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