Open Payment Reporting Instructions (1 of 4)

GENERAL OVERVIEW

- 1. Answer screening questions to determine if any PTOV are reportable.
- 2. Enter Covered Recipient information.*
- 3. Enter PTOV information.*
 - *Repeat for all reportable payments.

1. SCREENING QUESTIONS

- Determine if any PTOVs were provided to US licensed physicians acting in a faculty/training/ advisory capacity with Janssen funds.
 - PTOVs may include, but are not limited to, honoraria, travel/transportation expenses, lodging expenses, consulting fees, meals, per diem payments and/or gifts.
 - Expenses are reportable even if payment was made to a third party (ie, travel agent or transportation company) since value was ultimately provided to a US physician.
- B Determine if any plated meals were provided to US licensed physician attendees with Janssen funds.
- \bigcirc Based on the answers to \bigcirc and \bigcirc above, determine how many physician names must be reported to Janssen:
 - Total = [Number of physician faculty PTOV] + [Number of physician attendee plated meals]
 - If ≥20, follow instructions to submit manual report.
- System will notify you if your organization has been recognized as a CMS Teaching Hospital. (See Page 3 for Teaching Hospital payment instructions.)

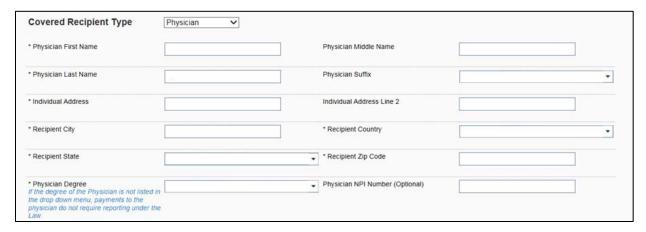
Covered Recipients, which are identified as U.S. licensed physician	• .
Please answer the questions below to determine what, if any, informa	tion you must provide in compliance with the Sunshine Act reporting requirements.
* Was the program funded by Janssen certified for Continuing Education credits?	● Yes
	○ No
* Accrediting Bodies (Hold CTRL to make multiple selections).	ACCME AMCP APhA AACP
* Were any Janssen funds used to pay any US licensed physician(s) serving in a faculty/trainer capacity? ("Pay" may refer to direct payments, reimbursement or other transfers of value.) If yes, please select "Physician" from the Covered Recipient Type dropdown and provide physician name and payment details in the form.	● Yes ○ No
* Were any Janssen funds used to pay for <u>plated</u> meals for any US licensed physician attendees? (Answer "no" if all meals provided to US licensed physician attendees were buffet style or boxed.) If yes, please select "Physician" from the Covered Recipient Type dropdown and provide physician name and payment details in the form.	● Yes ○ No
* How many physician payments are you reporting?	O 0-19 recipients
	20 or more recipients
Please Click HERE to download the Janssen template for submission (Immunology/Oncology), or JanssenIME@its.jnj.com (Cardiovascula	ı of >20 physician names. Fill out the template and email it to: ttgrantinfo@its.jnj.com (HIV/HCV), JBlgrantsoffice@its.jnj ar/Metabolics/CNS)

Open Payment Reporting Instructions (2 of 4)

2. COVERED RECIPIENT INFORMATION: PHYSICIAN

To enter information for a US licensed physician:

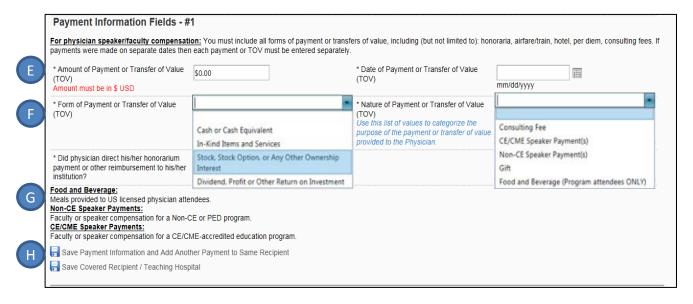
- 1) Select "Physician" as Covered Recipient.
- 2) Fill out required fields.
- 3) Click "Save Covered Recipient / Teaching Hospital" to move to Payment Information.



3. PAYMENT INFORMATION: PHYSICIAN

NOTE: For multiple PTOVs to a single physician:

- If all PTOVs were made on a single date, consolidate payments and enter value in "Amount of Payment or TOV" field.
- If PTOVs were made on <u>multiple dates</u>, payments must be entered separately.
- Enter amount and date of each payment.
- Direct payments to physicians or reimbursement of physician expenses through third parties (i.e. travel agents) are considered "Cash or cash equivalent".
- Definitions for "Nature of Payment or Transfer of Value (TOV)" categories are provided.
 Consulting Fees and Speaker Payments apply to physician <u>faculty/advisors</u>.
 - Gift applies to physician faculty/advisors or attendees.
 - Food and Beverage applies to physician <u>attendees</u>.
 - Once all required information has been entered:
 - To save and add another PTOV to the <u>same recipient</u>, select "Save Payment Information and Add Another Payment to Same Recipient."
 - To save and move on to next recipient, select "Save Covered Recipient/Teaching Hospital".



Open Payment Reporting Instructions (3 of 4)

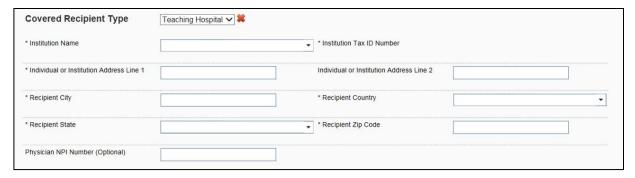
NOTE: If the following notice appears, a teaching hospital payment must be reported.

Important Note: Your organization has been identified as a Covered Recipient under CMS' definition of a Teaching Hospital. Please select "Teaching Hospital" button below and report the amount of Janssen's grant that was paid to your institution. (If grant was paid to an educational partner, please report the amount that was passed through or reimbursed to your institution for services provided.)

2. COVERED RECIPIENT INFORMATION: TEACHING HOSPITAL

To enter information for a Teaching Hospital:

- 1) Select "Teaching Hospital" as Covered Recipient.
- 2) Select the Institution Name (ie, grantee or any teaching hospital receiving payment with Janssen funds). The form will auto-populate with information obtained from CMS.gov website.
- 3) Click "Save Covered Recipient / Teaching Hospital" to move to Payment Information section.



3. PAYMENT INFORMATION: TEACHING HOSPITAL

NOTE: For multiple payments to a single teaching hospital:

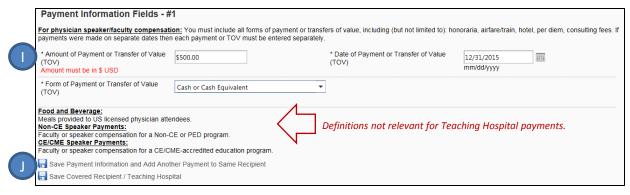
- If all payments were made on a single date, consolidate payments and enter value in "Amount of Payment or TOV" field.
- If payments were made on <u>multiple dates</u>, payments must be entered separately.
- Enter amount and date of payment.

For direct payments (ie, Janssen grant was paid directly to Teaching Hospital):

- Enter amount of grant and date payment was received by teaching hospital.
- Milestone payments must be entered separately.

For indirect payments (ie, Janssen grant was paid to educational partner or other third party):

- Enter amount of payment received from educational partner/third party and date of payment.
- Payments received on multiple dates must be entered separately.
- Once all required information has been entered:
- To add another payment to the same recipient, select "Save Payment Information and Add Another Payment to Same Recipient."
- To save and move on to <u>next recipient</u>, select "Save Covered Recipient/Teaching Hospital".



Open Payment Reporting Instructions (4 of 4)

- "Save and Continue Later" link saves information and permits user to return later and continue.
- "Back" link returns user to GMS inbox.

SUBMISSION PROCESS:

- After entering all Covered Recipients and associated PTOVs, click "Proceed" to navigate to next tab.
- Complete "Reconciliation Summary" and "Reconciliation Budget" tabs, and confirm information in Reconciliation Review form. If accurate, click "Proceed" to submit information.
- Once submitted, grant status in GMS inbox will change to "Reconciliation Review". If showing "Pending Reconciliation", information has <u>not</u> been submitted to Janssen and reconciliation may become delinquent.

<u>NOTE</u>: Open Payment data are *not* considered final and submitted until all reconciliation tabs are completed and submitted to Janssen.

Need help? Contact:

HIV/HCV: <u>TTGrantInfo@its.jnj.com</u>

Immunology/Oncology: JBIgrantsoffice@its.jnj.com

• CNS: <u>JanssenIME@its.jnj.com</u>

• Cardiovascular/Metabolism: JanssenIME@its.jnj.com