

Introduction to Medidata Payments for Site Payees

eLearning Course Outline

Course Description: This eLearning Course is meant to familiarize clinical site representatives with the tools and processes to submit, review and monitor your site payments.

The Site Payee Dashboard enables immediate access to cost and payment information in Medidata Payments. A secure Box® storage repository houses documents such as Remittance letters. The Help Center provides a means to submit issues for resolution.

In this eLearning course, you will learn how to view cost, invoice and payment information from the Site Payee dashboard, how to upload invoices, how to access Box®, and how to submit issues for resolution through the Help Center.

Approximate Duration: ~ 25 minutes¹

Module	Topic
Welcome (2 min)	Objectives
Overview of the Site Payee Dashboard (6 min)	Accessing the Site Payee Dashboard
	Viewing Costs, Invoices and Payments
Uploading Invoices (10 min)	Uploading Invoices
	Invoices Requested by Sponsor/CRO
	Invoices Awaiting Approval by Sponsor/CRO
	Invoices Awaiting Review by Site Payee
	Creating a New Invoice
Accessing Reports in Box® (2 min)	Accessing Reports in Box®
Submitting a ticket for a ticket for a Help Request (4 min)	Overview of Payment Managed Service
	Opening a ticket for an Issue in Help Center

¹ Duration listed is approximated, and does not reflect activities, simulations or assessments.

Summary (1 min)	Summary
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