



QUICK REFERENCE TO OBTAIN PHARMACY EXPLANATION OF PAYMENTS

- Log On to www.nexgenrx.com
- User Name **ADM# OR Provider #** _____
- Password _____
- Click on **Log In**

- **Payment Option 1:**
Bi-monthly payments prior to November 1, 2011 changes.
Select Start and End Date on both calendars according to Payment Schedule Calendar.
Always run your reports from the last Friday payment date to the Thursday before the next two week period.
Bi-monthly payments are on Day 1 and Day 16 of each month commencing Nov. 1, 2011.
To view the payments deposited on the 1st, choose the start date of the 16th on the Start Date calendar, and the last day of the month on the End Date calendar.
To view payments deposited on the 16th, choose the start date of the 1st on the Start Date calendar, and the 15th on the End Date calendar.

- **Payment Option 2:**
Next Day Payment
Reports are generated daily. Select the “same” transaction date on both calendars.

- View Report
- Click on Print Icon
- PRINT OPTIONS
- Select # of pages and follow instructions
- OK
- **If you are having a problem, you may want to check your Blocked Pop-ups.**
- Download File
- Click on Print Icon
- OK
- OPEN
- PRINT

For your convenience the Pay Schedule Calendars have been posted on the NexgenRx website. Please review the new dates as of April 8, 2011 and the new Payment Schedule change effective November 1st, 2011. Kindly refer to the 2011 calendar for more information on 2012 onward.
