

## Quick Start Appeal Filing Instructions

### Hearing Officer Module

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Please note that these abbreviated instructions address filing an initial appeal request within the Office of Hearings Case and Document Management System (“OH CDMS”) and assume that the user has already registered for access to OH CDMS. For more complete instructions regarding this process and for instructions on how to file other documents, please refer to the OH CDMS Hearing Officer Module User Manual. For registration instructions, please refer to the OH CDMS External Registration Manual.

1. After logging in and launching OH CDMS, select the **Hearing Officer** tile.
2. Select a case type and, if applicable, a case subtype from the drop-down menus.
3. Select the **Create New Appeal** button. The **General Information** page for the new appeal is displayed.

**NOTE:** Petitioners must file a separate appeal for each contract number, but may upload the same, consolidated request for hearing in each case.

4. On the **General Information** page, enter the following information:
  - Contract/Plan/Provider Number (required)
  - Year Under Appeal (required)
  - Petitioner Organization (pre-populated)
  - Petitioner Contact (select from drop-down menu)
  - Representative Organization (optional)
  - Representative Contact (optional, unless Representative Organization is selected)

**NOTE:** “Year Under Appeal” should be the contract year at issue in the appealed determination. For example, MA-PD contract determinations issued in 2022 impact contract year 2023, thus, petitioners should enter “2023” in that field.

**NOTE:** Petitioner Contact and Representative Contact must have previously registered for OH CDMS to be available for selection.

**NOTE:** After saving, the designated representative may now view and complete the appeal request, if desired.

5. Select the **Save & Continue** button. The **Appeal Information** page is displayed.
6. On the **Appeal Information** page, upload the following document types:
  - Cover Letter (optional)
  - Brief (on this upload, this should be the Request for Hearing (required)
  - Determination Decision (required)
  - Exhibit (optional, but if an exhibit is uploaded, the user must also upload a “List of Exhibits” and vice versa)
  - List of Exhibits

**NOTE:** “Determination Decision” is the final decision, letter, or notice that you wish to appeal.

7. Select the **Save & Continue** button. The **Review and Submit** page is displayed.
8. Review the “General Information” and “Appeal Information” sections for accuracy.
9. Click the check box indicating the following: “I confirm that I have reviewed the materials entered on behalf of the Petitioner in this appeal and the appeal is complete and ready for submission.”
10. If all information is correct, select the **Certify & Submit** button.
11. Upon submitting your request, OH CDMS sends an email confirmation of receipt for the new appeal that includes the docket number assigned to the appeal. Your appeal has now been filed with the Office of Hearings.

If you have any system questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or [Helpdesk\\_OHCDMS@cms.hhs.gov](mailto:Helpdesk_OHCDMS@cms.hhs.gov).