

Supplemental Document Uploads for Group Appeals

The Office of Hearings (“OH”) recognizes that supplemental documents may need to be submitted for participating providers in a group appeal. Therefore, an enhancement has been implemented within the Office of Hearings Case and Document Management System (“OH CDMS”) to allow user to upload supplemental documents related to protested item support, audit adjustment support, calculation support, representation letter, and other support for any active participant within a group appeal. Multiple documents may be submitted for a single participant within a case action, but if supplementation is needed for multiple participants, then a distinct case action is required for each impacted participant. These procedures apply to both Optional and Common Issue Related Party (“CIRP”) group appeals. The following sections provide step-by-step instructions for the supplemental document uploads.

Supplemental Document Upload Process

Follow these steps to upload supplemental documents for a Participant in a group appeal.

1. Navigate to the **Participant** tab of the case and select the **Supplement** button for the appropriate Participant.

Note: The **Supplement** button is available for active Participants only.

The screenshot shows the CMS.gov interface for a case. The top navigation bar includes 'Case Contacts', 'Participants' (highlighted), 'Case Actions', and 'Case History'. The case details are: Case Number: 23-4499G, Case Name: Danica Law FFY 2023 CHAMP 3656 Group. The 'Issue Title' is CHAMP 3656. A table lists participants with columns for Action, Participant Number, Participant Name/Number, MAC, Determination Type, Fiscal Year End, Source, Participant Status, and Date. A 'Supplement' button is highlighted in the bottom right of the table row.

Action	Participant Number	Participant Name/Number	MAC	Determination Type	Fiscal Year End	Source	Participant Status	Date
Withdraw	1	Dover Community Dialysis (36-2765)	OHI MAC Test Org (J-5)	Notice of Program Reimbursement (NPR)	10/01/2023	Direct Add	Active	

Figure 1: Participant Tab

2. The **Upload Files** page is displayed. Select the **Upload** button.

Figure 2: Upload Files Page

3. The **Attached Documentation** window is displayed. Select the **Document Type** from the drop-down menu. Supplemental uploads are limited to:

- Protested Item Support,
- Audit Adjustment Support,
- Calculation Support,
- Representation Letter, and
- Other Support

Figure 3: Drop-Down Menu of Supplemental Document Types

- As an example, the **Document Type** of “Supplemental Other Support” has been selected. Select the **Browse** button.

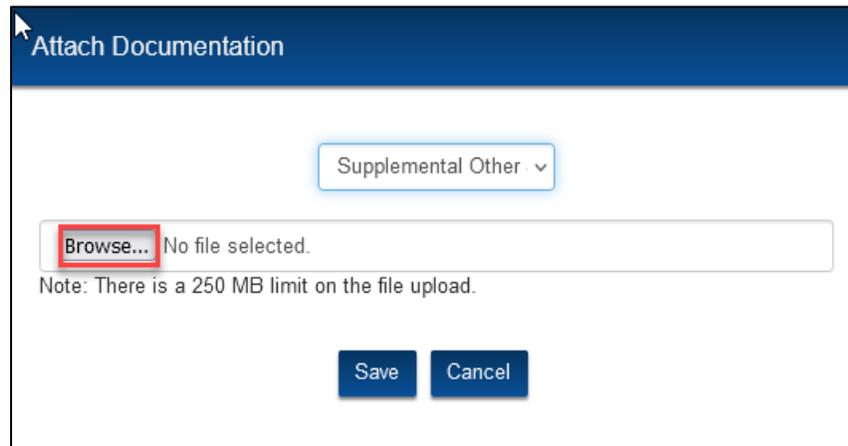


Figure 4: Document Type Selected

- Select the appropriate file which will be displayed in the **File Name** Field. Then select the **Open** button.

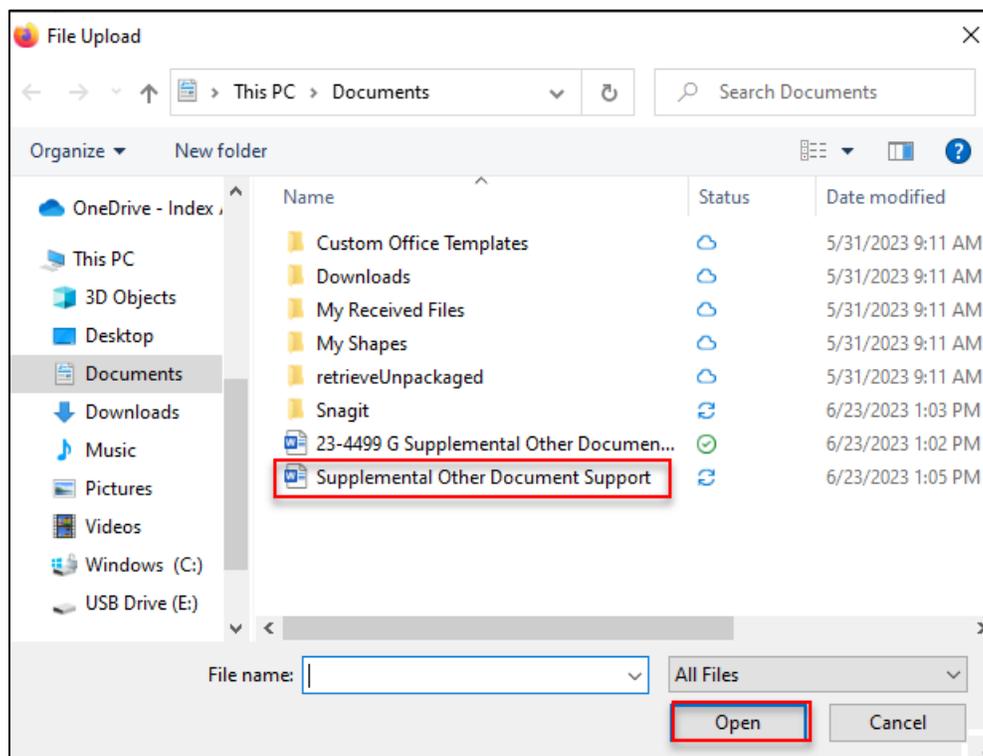


Figure 5: File Upload Selection

6. The **Attach Documentation** window is displayed showing both the Document Type and File Name. Select the **Save** button.

Figure 6: File Upload Save Button

7. If you wish to submit multiple documents for the given participant, select the **Upload** button again from the **Upload Files** page and repeat Steps 3-6.
8. Select the **Submit** button from the **Upload Files** page to complete the case action.

Action	Document Type	Document Name
Remove	Supplemental Other Support	Supplemental Other Document Support.docx

Figure 7: File Upload Submit Button

9. The following confirmation of your request is displayed. Select **Close** button.

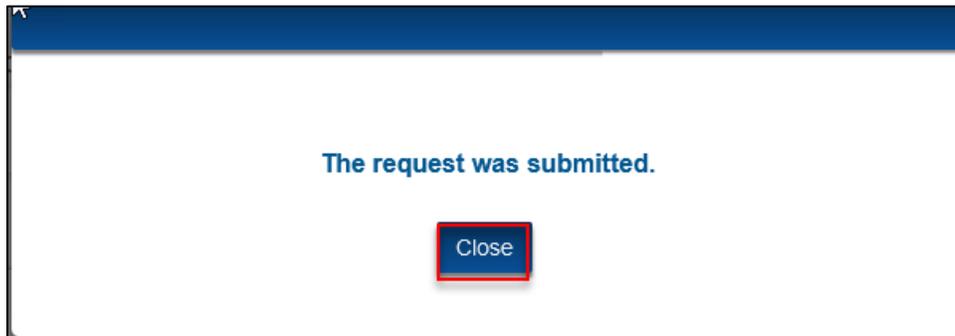


Figure 8: Request Submitted Message

Note: You will receive an error message for any of these situations:

- a. If the Filename exceeds 40 characters.
- b. If File extension provided is not valid.

Note: Valid file extensions are: docx, xlsx, pptx, csv, pdf, txt, jpg, png, mp3, mp4, mov, wmv, onepkg, tif, rtf, msg, bmp, mdb, mdf, snote, gif, properties, log.

- c. If you attempt to select the **Save** button without uploading a file.
 - d. If you attempt to select the **Save** button without selecting a **Document Type**.
10. If the **Cancel** button is selected from the **Upload Files** page (see Figure 7), the case action is cancelled, the documents are removed, and you are redirected back to the **Participant** page (see Figure 1).