

Supplemental Document Uploads for Individual Appeals

The Office of Hearings (“OH”) recognizes that supplemental documents may need to be submitted for active Issues in an individual appeal. Therefore, an enhancement has been implemented within the Office of Hearings Case and Document Management System (“OH CDMS”) to allow users to upload supplemental documents related to protested item support, audit adjustment support, calculation support, and other support for any active issue in an individual appeal. Multiple documents may be submitted for a single issue within a case action, but if supplementation is needed for multiple issues, then a distinct case action is required for each impacted issue. These procedures apply only to individual 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 an **Issue** in an individual appeal.

1. Navigate to the **Case Issues** tab of the case and select the **Supplement** button for the appropriate Issue.

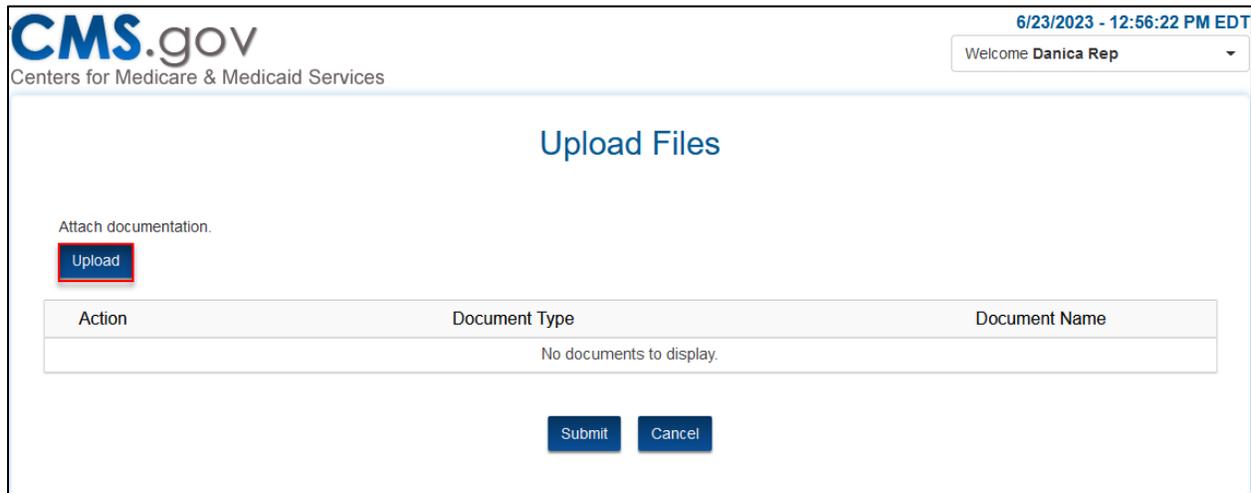
Note: The **Supplement** button is available for active Issues only.

The screenshot shows the CMS.gov interface for Case Issues. The top navigation bar includes 'Case Contacts', 'Case Issues' (highlighted), 'Case Actions', and 'Case History'. Below the navigation, the case details are displayed: Case Number: 22-1518 and Case Name: OHI Prov 1 Test Org (OH-1111), FYE 10/10/2022. The main heading is 'Case Issues'. A table lists two issues, each with a 'Supplement' button highlighted in red.

Actions	Issue No	Issue Title	Determination Type	Date of Final Determination	Audit Adjustment Number	Amount In Controversy	Issue Status	Status Date
Transfer Withdraw	1	1	Notice of Program Reimbursement (NPR)	10/10/2021	1	\$ 11,111	Open	View Uploads Supplement
Transfer Withdraw	2	2	Notice of Program Reimbursement (NPR)	10/10/2021	2	\$ 22,222	Open	View Uploads Supplement

Figure 1: Issues Tab

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



6/23/2023 - 12:56:22 PM EDT
Welcome Danica Rep

Upload Files

Attach documentation.

Upload

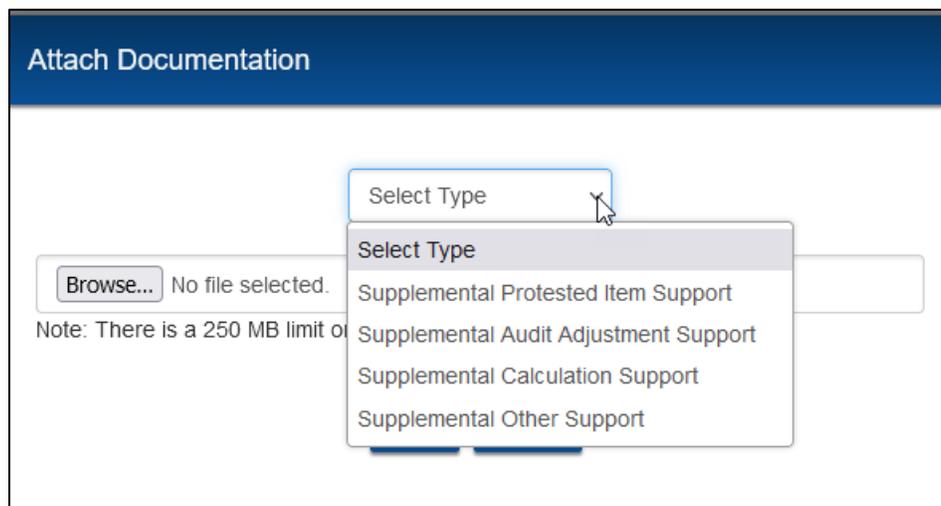
Action	Document Type	Document Name
No documents to display.		

Submit Cancel

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, and,
- Other Support



Attach Documentation

Browse... No file selected.

Note: There is a 250 MB limit on...

Select Type

- Select Type
- Supplemental Protested Item Support
- Supplemental Audit Adjustment Support
- Supplemental Calculation Support
- Supplemental Other Support

Figure 3: Drop-Down Menu of Supplemental Document Types

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

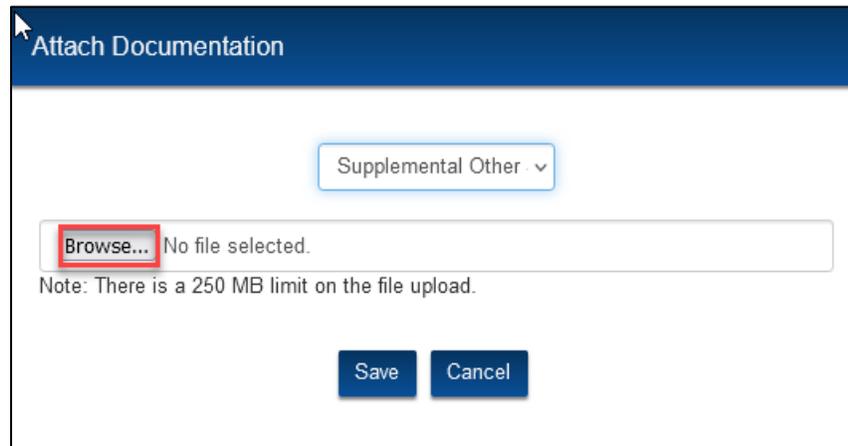


Figure 4: Document Type Selected

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

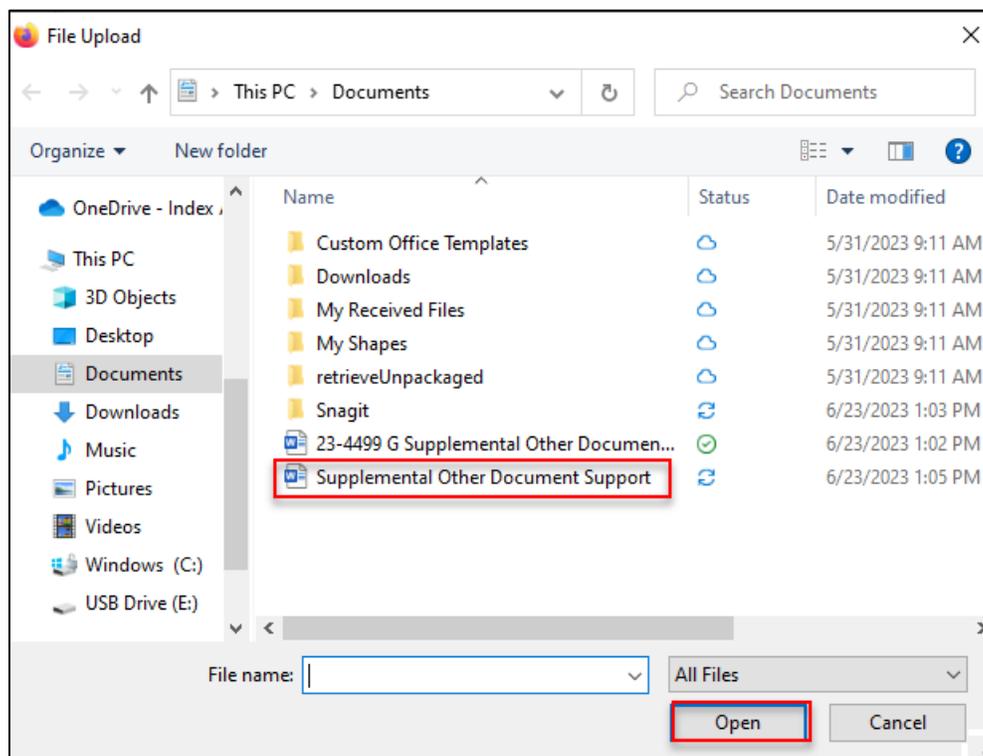


Figure 5: File Upload Selection

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 issue, 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.

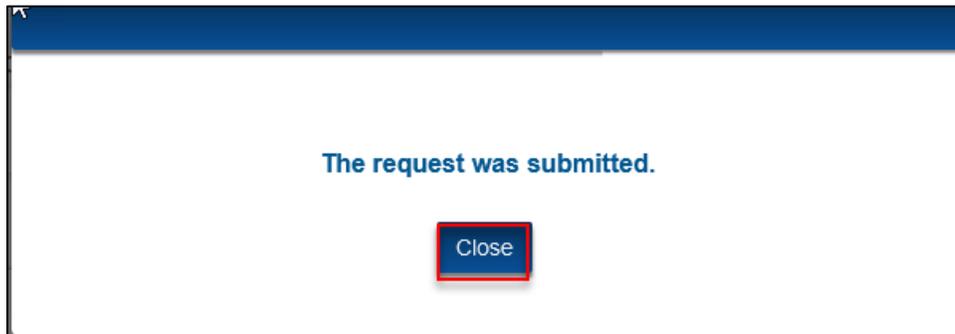


Figure 8: Request Submitted Message

Note: You will receive an error message for any of the following 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 **Case Issues** page (see Figure 1).