

Chapter 1 INTRODUCTION TO THE OMHA CASE PROCESSING MANUAL (OCPM)

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I-1-1 Purpose

This chapter describes the OCPM. It also provides the format and guidance for those who prepare OCPM material.

Through the OCPM, the OMHA Chief Administrative Law Judge establishes the day-to-day procedures for carrying out adjudicative functions, in accordance with applicable procedural rules. The manual provides direction for processing appeals at the OMHA level of adjudication for Medicare Part A and B claims, Part C organization determinations, Part D coverage determinations, and SSA eligibility/entitlement, late enrollment penalty, and Income Related Monthly Adjustment Amount (IRMAA) determinations.

I-1-2 Organization of the OCPM

The OCPM is organized by divisions, chapters, and sections. There are six divisions:

- Division I: General Subjects
- Division II: Part A/B Claim Determinations
- Division III: Part C Organization Determinations
- Division IV: Part D Coverage Determinations
- Division V: SSA Determinations
- Division VI: Reviews of Dismissals

Within each division are chapters. Within each chapter are sections.

Numbering system:

- The Roman numeral denotes the division.
- The first digit identifies the chapter.
- The second digit identifies the section within the chapter.

Example. IV-1-3 is division IV, chapter 1, section 3.

I-1-3 Using the OCPM

A. Locating Information in the OCPM

In each division, there is a Table of Contents listing the chapters in that division. In each chapter, there is a Table of Contents listing the sections in that chapter.

B. Citing the OCPM

1. Where applicable, controlling authority, such as statutes or regulations, must be cited in OMHA issued actions instead of the OCPM.

Example. An ALJ is dismissing an appeal due to insufficient amount in controversy (AIC). The regulation relating to no right to a hearing, [§ 405.1052\(a\)\(3\)](#), should be cited in the dismissal, rather than the OCPM.

2. Citing to the OCPM is appropriate for procedural requirements not stated in the regulation or for internal OMHA direction.

Example. An issue of the Program Advisor provides a reminder of the minimum evidence required to establish that the copy requirement is met for Part A or Part B requests for hearing, and cites to the manual (OCPM, II-3-6 C.2).

To cite to a specific OCPM reference, use the following elements: OCPM, division, chapter, section, and as appropriate, subsection. For example, use “OCPM II-2-6 C.1.a” to refer to OCPM material issued in division II (Part A/B claim determinations), chapter 2, section 6, subsection C, sub-subsection 1, and 3rd level subsection a. Note that a space separates the section indicator (6) from the subsection indicator (C). Periods (.) separate a subsection and its subordinate segments.

- Citations that include only the section or subsection levels do not contain periods. For example, I-4-4 and I-4-4 A are proper citations.
- Citations that go beyond the subsection level include periods after each segment subordinate to the subsection. For example, I-4-4 A.1 and I-4-4 A.1.a are proper citations.

I-1-4 Acronyms, Abbreviations, and Citations

A. Acronyms and Abbreviations

Generally, when a term appears for the first time in a section, the term will be spelled out and the acronym or abbreviation will be shown in parentheses. The acronym or abbreviation will then be used throughout the section, but will not be shown if the term is used only once in a section. However, there are some terms that are so common that they will always appear as acronyms or abbreviations throughout the OCPM. They are:

Act:	Social Security Act
AdQIC:	Administrative Qualified Independent Contractor
ALJ:	Administrative Law Judge
BIPA:	Medicare, Medicaid, and SCHIP Benefits Improvement and Protection Act of 2000
CERT:	Comprehensive Error Rate Testing
CMS:	Centers for Medicare & Medicaid Services
Carrier:	Outdated term; now referred to as a Medicare Administrative Contractor
Council:	Medicare Appeals Council
DAB:	Departmental Appeals Board
Fiscal Intermediary:	Outdated term; now referred to as a Medicare Administrative Contractor
HHS:	U.S. Department of Health and Human Services
IRE:	Independent Review Entity; see Part C QIC and Part D QIC
IRS:	Internal Revenue Service
MA	Medicare Advantage
MAO:	Medicare Advantage Organization
MAS:	Medicare Appeals System
MATS:	Medicare Appeals Template System
MMA:	Medicare Prescription Drug, Improvement, and Modernization Act of 2003
OCPM:	OMHA Case Processing Manual

Division I: General Matters

OMHA:	Office of Medicare Hearings and Appeals
Part C QIC:	Part C IRE
Part D QIC:	Part D IRE
PDP:	Prescription Drug Plan
PDPS	Prescription Drug Plan Sponsor
PHI	Protected Health Information
PII	Personally Identifiable Information
PSC:	Program Safeguard Contractor
QIC:	Qualified Independent Contractor
QIO:	Quality Improvement Organization
RA:	Recovery Auditor
RAC:	See RA
SSA:	Social Security Administration
Z-PIC:	Zone Program Integrity Contractor

B. Citations

Primary reference citations are listed at the beginning of each section. Other citations are noted throughout the text of each section, as appropriate. Unless otherwise noted, citations to the regulations are to Title 42 of the Code of Federal Regulations.

I-1-5 Updating the OCPM

The OCPM is updated through the use of Transmittal Sheets (TSs). While not a division of the OCPM, the TSs are maintained in an Appendix to the manual. A numbered TS accompanies new, revised, or deleted material, subsequent to an initial chapter being introduced. We number the TS sequentially within each year of issuance. The TS will indicate the divisions, chapters, sections, and subsections affected by the change, and the effective date of the change. Any affected chapter will be updated to reflect when the division, chapter, or sections or subsection within the chapter was last updated, using the date that the TS was issued.

Each TS provides the following information:

- A brief background statement of actions or events that led to the issuance of the instructions; and
- An explanation of substantive changes to previously issued material.

Chief Judge Bulletins (CJBs) will be used for reminders, housekeeping matters, and temporary instructions.