

Alternative Method to Request Change of Representative

Within the Office of Hearings Case and Document Management System (“OH CDMS”), submit most correspondence from the **Case Correspondence** tab within the impacted case. The ability to access this tab is limited to the current representative of the case, but you can also use an alternative method for a newly appointed representative to submit a change of representative request from the Medical Geographical Classification Review Board (“MGCRB”) Home Page within OH CDMS.

MGCRB Home Page

1. Select the **Case Correspondence** button.

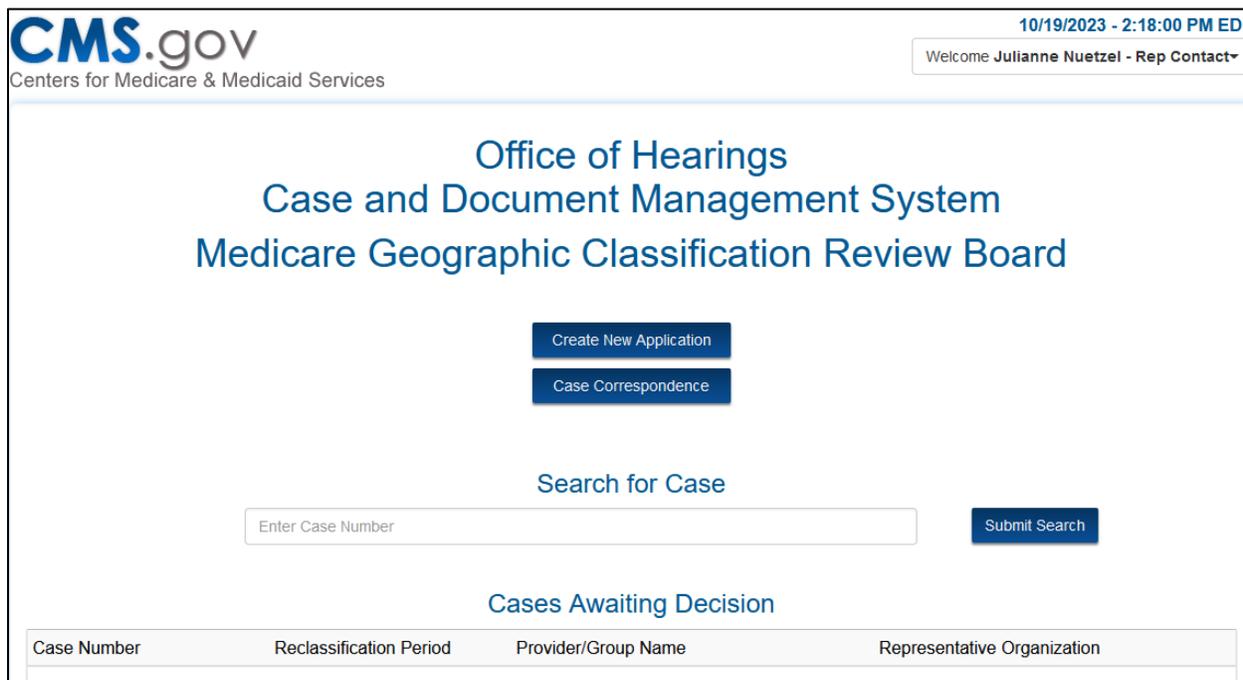


Figure 1: MGCRB Home Page - Case Correspondence Button

2. The **Select Case Correspondence** pop-up window is displayed. Select **Change Representative**.

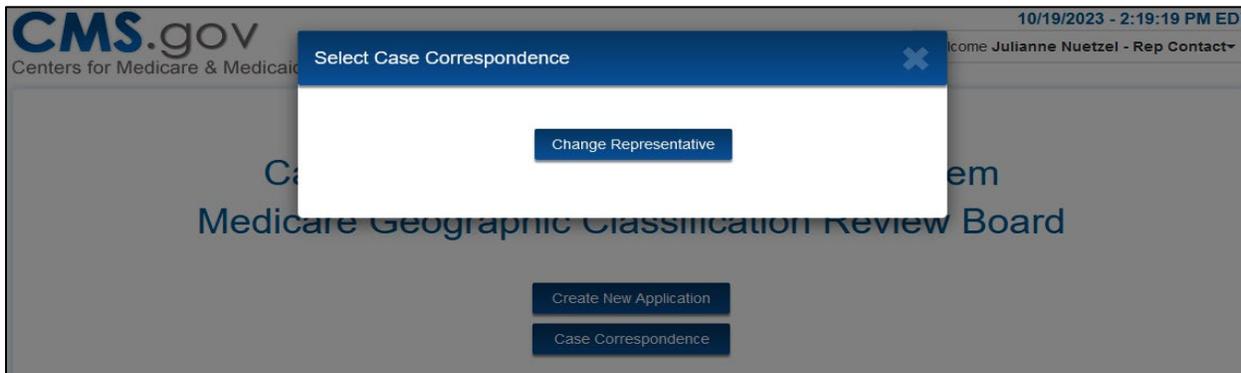


Figure 2: Select Case Correspondence Pop-Up Window

3. From the **Change Representative** page, enter the impacted case number in the **Case Number** field. The case number must be an exact match. Select **Retrieve** to retrieve the applicable case name.

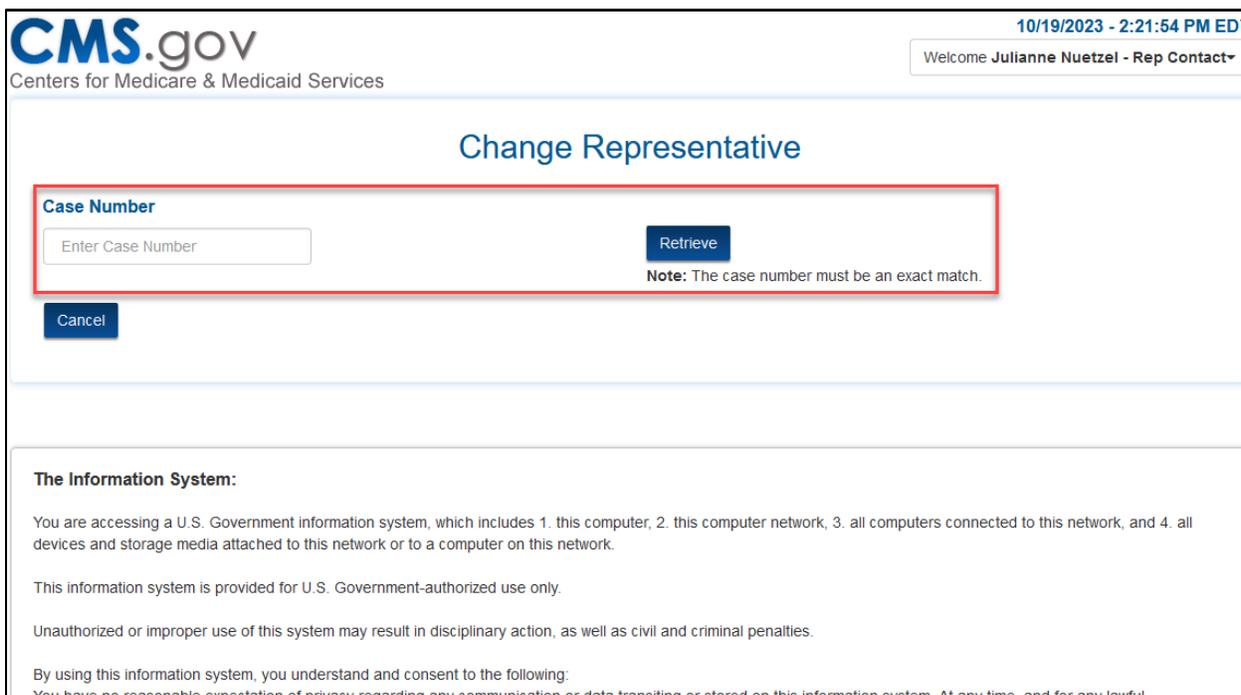


Figure 3: Alternate Change Representative Page - Enter Case Number and Retrieve Case Name

4. Verify that the identified **Case Name** is listed as expected.

CMS.gov
Centers for Medicare & Medicaid Services

10/19/2023 - 2:23:56 PM EDT
Welcome Julianne Nuetzel - Rep Contact

Change Representative

Case Number
28G0001

Case Name
Carroll County (MD) Group

Retrieve

Note: The case number must be an exact match.

New Representative Information

Representative Organization
Start typing Representative Organization

Submit **Cancel**

Figure 4: Alternate Change Representative Page - Verify Case Name

5. Start typing the new Representative Organization’s name in the **Representative Organization** field and select from the predictive drop-down menu.

CMS.gov
Centers for Medicare & Medicaid Services

10/19/2023 - 2:26:24 PM EDT
Welcome Julianne Nuetzel - Rep Contact

Change Representative

Case Number
28G0001

Case Name
Carroll County (MD) Group

Retrieve

Note: The case number must be an exact match.

New Representative Information

Representative Organization
OHI Rep Test Org

Representative Contact
Select One

Submit **Cancel**

Figure 5: Alternative Change Representative Page - Select New Representative Organization

6. Select the appropriate **Representative Contact** from the drop-down menu. The contact’s full information is displayed for reference and confirmation.

CMS.gov
Centers for Medicare & Medicaid Services

10/19/2023 - 2:32:46 PM EDT
Welcome Julianne Nuetzel - Rep Contact

Change Representative

Case Number
28G0001 Retrieve

Note: The case number must be an exact match.

Case Name
Carroll County (MD) Group

New Representative Information

Representative Organization
OHI Rep Test Org

Representative Contact
Julianne Nuetzel - Rep Contact

Designated Representative Information
Julianne Nuetzel - Rep Contact
Primary Contact
OHI Rep Test Org
Personal Address
Personal, DC 21112
123-456-7890
juli_rep@outlook.com

Attach Representation Letters.
Upload

Figure 6: Alternate Change Representative Page - Select and Confirm Representative Contact

7. Select **Upload** to attach the new Representation Letter(s).

Note: For individual cases, there is a single upload. For group cases, you must submit a Representation Letter for each provider participating in the group.

New Representative Information

Representative Organization

OHI Rep Test Org

Representative Contact

Julianne Nuetzel - Rep Contact

Designated Representative Information

Julianne Nuetzel - Rep Contact

Primary Contact

OHI Rep Test Org

Personal Address

Personal, DC 21112

123-456-7890

juli_rep@outlook.com

Attach Representation Letters.

Upload

Action	Document Type	Document Name
Remove	Representation Letter-1	Representative Letter.docx

Submit Cancel

Figure 7: Alternate Change Representative Page - Upload Representative Letter(s)

8. Select **Submit**.

Note: While a change of representative request is usually effective immediately, this alternative method is subject to further review of the supporting representation letter(s) by the Office of Hearings (“OH”).