Consolidated Other Case Action

The Consolidated Other Case Action is to be used when requesting an Other case action for the same reason or justification across more than one case. The Representative Organization must be the same across all of the cases associated with the Consolidated Other Case Action request. You may submit up to 100 cases in a Consolidated Other Case Action.

> **Note:** Users should not utilize the Other Case Action or Consolidated Other Case Action if there is a Responsive Case Action filing requirement established by a PRRB critical due dates notice or other PRRB request.

Select Other Case Action

1. Select the Other option from the Case Correspondence drop-down menu and select the **Proceed** button to navigate to the associated correspondence page.

Figure 1: Case Action Page - Case Correspondence Drop-Down Menu

2. On the Other Case Correspondence page, enter text into the **Type of Filing** field to specify the nature of the correspondence that you are submitting.

3. There is an option to select a **Consolidated Other Case Action** radio button.

> **Note**: Leave the radio button blank to proceed with a standard, single case Other action request.

Figure 2: Other Case Correspondence Page with Consolidated Other Case Action Button

a. Select the button to consolidate multiple group cases for purposes of the Other case action request. The case number from which you launch the Consolidated Other Case Action is considered the lead case and will be the first case listed in the Case Details section.

Figure 3: Consolidated Other Case Action Page

Document Upload

1. Select the button to address whether the upload will include exhibits.

   a. If no, you will have the opportunity for a single upload.

   b. If yes, a narrative, list of exhibits, and exhibit(s) are required.

2. Select the **Upload** button to attach case correspondence to the Other case action. Repeat as needed.

Figure 4: Exhibit Upload Radio Button

3. A table displays the document name and document type. Select the **Remove** button next to the applicable document to remove any uploaded documentation prior to submission.

Action	Document Type	Document Number	Document Name
Remove	Narrative	P - 1	Narrative.docx
Remove	List of Exhibits	P - 1	List of Exhibits.docx
Remove	Exhibit	P - 1	Exhibit.docx

Figure 5: Consolidated Other Case Action - Supporting Documents Table

Case Details

1. The Case Details table initially displays the Lead Case.

Case Details

Case Number

[Enter Case Number]

[Add Case]

Note: Only cases that are represented by the same organization may be selected in this functionality.

Action	Case Number	Case Name	MAC Name/Code	Group Fully Formed?
	25-1213	OHI Prov 01 Test Org (OH-0001), FFY 2024	OHI MAC Test Org (D-L)	N/A

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1-1 of 1 Records

[Submit] [Cancel]

Figure 6: Consolidated Other Case Action with Case Details Section

2. Enter the next case number in the **Case Number** box and select the **Add Case** button. The case will now display in the table. Repeat as needed.

    Note: The case number from which you launch the Consolidated Other Case Action is considered the lead case and is the first case listed in the Case Details section.

    Note: The case number must be completely entered, including the appropriate G or GC suffix if a group case, to add a case to the list.

    Note: Only cases that are represented by your organization may be selected for this functionality.

Figure 7: List of Cases in Consolidated Other Case Action

3. Select the **Remove** button next to any of the listed cases to remove a particular case from the consolidation list prior to submission.

    Note: The lead case cannot be removed since it is the case that originated the case action. If the current case is not to be included in the case action, you must cancel the case action and initiate the Consolidated Other case action from a new case.

Submission

1. Once all the supporting documentation has been uploaded and all cases have been added, select the **Submit** button to submit the consolidated Other request to the PRRB. This submission will be reflected in all listed cases.

2. If you do not wish to submit the Case Action, select the **Cancel** button.