

Office of Administrative Hearings (OAH)	Transmittal Number: 97-30
Procedures Transmittal	Date: September 9, 1997
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [X] Upstate LDSS []	Subject: Office of Medicaid Management (OMM) Evidentiary Packets
SUP ALJs [X] OMM Only [X]	
NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies []	
SUP ALJs [X]	
------(MA Only)-----	

In cases where the New York State Department of Health, Office of Medicaid Management (OMM) requests and receives a waiver of personal appearance, OMM forwards its summary and evidentiary packet to this office in advance of the fair hearing date. It will be either placed in the file or, if received after the file has left the Albany office, it will be mailed to the Upstate ALJ. For NYC cases, OMM faxes the summary and evidentiary packet directly to our office at the 330 West 34th Street location. In the event that the packet is NOT available when the hearing is scheduled to proceed, the Administrative Law Judge should telephone the appropriate member of the OMM as set forth below to request a faxed copy of the packet:

For all prior approval issues, other than dental (Agency HSM2), whether Upstate or NYC, contact by telephone:

Mr. Vincent Martiniano (518) 474-8161
NYS Department of Health
Office of Medicaid Management
Bureau of Medicaid Review and Evaluation, Suite 800
99 Washington Avenue
Albany, New York 12210-2808

For all prior approval issues pertaining to dental benefits (Agency HSM1), whether Upstate or NYC, contact by telephone:

Ms. Lori Siemian (518) 486-5051
(same address as above) 1-800-336-8268

A copy of the evidentiary packet will then be faxed directly to the hearing site so that the hearing can proceed. Any questions should be raised with your supervisor or contact Sue Fiehl at (518) 473-4779 or via email 90j029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings