

**Office of Medicare Hearings and Appeals
Student Extern
Mid-Atlantic Field Office**

INTRODUCTION

This position is located in the Office of Medicare Hearings and Appeals (OMHA)--Mid-Atlantic Field Office, Office of the Secretary (OS), Department of Health and Human Services (DHHS).

The Medicare Prescription Drug, Improvement and Modernization Act of 2003 (MMA) (Public Law No. 108-173, 117 Stat. 2066 (2003)) established the Office of Medicare Hearings and Appeals for hearing Medicare claims. This office is under the general supervision of the Secretary of the Department of Health and Human Services.

OMHA is comprised of a Central Office and four Field Offices and is staffed by about 60 Administrative Law Judges and 300 attorneys, paralegals, legal assistants and support staff. OMHA is an independent office established to hear Medicare claims for hospitals, physicians, equipment manufacturers, patients, insurers and prescription drugs. OMHA is the fourth level of review and third level of appeal for Medicare cases.

The extern must submit a letter of good standing. The extern will not be compensated for their work at OMHA. The extern will earn school credit as determined by the participating law school.

Your MAJOR DUTIES will be to:

Observe the appeals process and legal system at OMHA, and attend ALJ hearings, pre-hearing conferences, post-hearing conferences, attorney meetings/training, paralegal meetings/training, legal assistant meetings/training and general staff meetings/training.

Meet with an attorney to discuss your observations and experiences and how to integrate these into the overall practice of law.

Review incoming cases, to prepare comprehensive case analyses, and to recommend appropriate case dispositions, which may include remands, dismissals, on-the-record decisions or scheduling for an ALJ hearing.

Analyze evidence, exhibits, supporting documents, audio records of testimony from the appellant and parties to the case, and other similar case materials. Identify pertinent and impertinent facts, pivotal issues, areas in dispute, procedural defects and gaps in the evidential record.

Assist an attorney with drafting decisions, and interrogatories, securing dispositions from parties involved in the case and obtaining stipulations to undisputed facts and issues. Identify legal issues and facts which are significant for the sufficiency of hearing decisions and to perform other duties as assigned.