

Office of Health Strategy (OHS)
Notification and Filings Web Portal
Electronic Filing Upload Instructions for OHS Other Required Filings (*Other than
CON Related Notifications*)

Welcome to the OHS Web Portal. The web portal replaces the need to email filings to OHS. Please note that only *one* user per entity should register with OHS Portal. Interested parties wishing to view filings from prior years can do so without registering by going to this link:

<https://ohsnotificationandfilings.ct.gov/>

1 General Information

Technical Support – contact Helpdesk@ct.gov or call (860) 509-7777

Document types accepted: word, excel or PDF

Filing Types accepted: Affiliate, Facility Fee, Facility Fee Hospital Notices to Patients, Group Practice, Group Practice Material Change of Ownership, Medical Foundation, Pricemasters, Specialty Hospital AFS

2 One-time registration

Navigate to OHS website Notifications and Filings - Submission Page:

<https://ohsnotificationandfilings.ct.gov/Filing/Index>

- Complete all fields (* **required**)
 - For Annual **Affiliate, Facility Fee, Group Practice, Medical Foundation, or Specialty Hospital Audited Financial Statements** the applicable **Calendar Year** of the filing must be entered.
 - For **Patient Notification of Facility Fees, Material Change of Ownership of Group Practice and Pricemasters** the year in which the notification is being submitted is to be entered.
- Click the “***Continue to Review and Submit***” button to continue

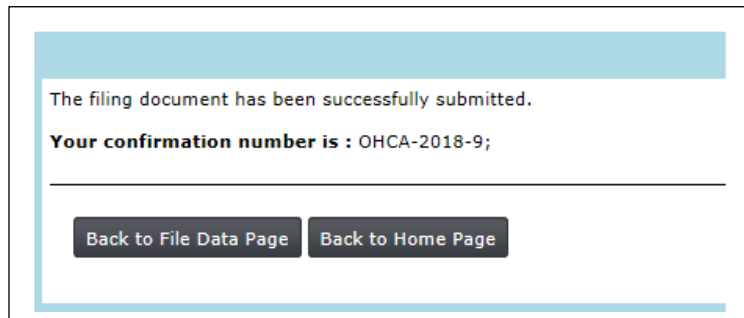
Upon clicking *Continue to Review and Submit* button you will be able to upload documents pertaining to this Filing

Field Name	Description
Filing Type	Select " Filing Type " from the drop down list
Legal Provider Business Name	The legal name registered with the Secretary of the State
Submitted by	OHS contact person
Email	Contact person email
Telephone Number	Contact person telephone number
Filing Month	The month in which a pricemaster submission is in effect or in the case of the other required filings the month the filings are submitted
Filing Year	See under the " Complete all fields (*required) " bullet on the previous page

3 Upload filing documents

- Upload file
- Facility name will display when uploaded successfully
- Click on the "**Submit**" button to submit file
- Edit file – go back to the "**Home**" page to edit facility and contact information

4 Filing confirmation from OHS

A screenshot of a web page showing a successful filing confirmation. The page has a light blue header and footer. The main content area is white and contains the text: "The filing document has been successfully submitted." followed by "Your confirmation number is : OHCA-2018-9;". Below this text is a horizontal line, and then two dark grey buttons with white text: "Back to File Data Page" and "Back to Home Page".

The filing document has been successfully submitted.

Your confirmation number is : OHCA-2018-9;

[Back to File Data Page](#) [Back to Home Page](#)

5 Approval from OHS

OHS will review the submission within 14 business days from the date the filing was submitted. OHS will contact the facility if any additional information is required.

6 Viewing already submitted documents

- Navigate to OHS website: <https://ohsnotificationandfilings.ct.gov/>
- From the main menu, click on "**Other Required Filings**"
- Select "**Filing Year**" from the "Select Filing Year" drop down list
- Select "**Filing Type**" from the list



7 Delete/Replace documents already submitted

- *Contact OHS*