



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/>

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General Information

Technical Support – contact HSP@ct.gov

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, and Specialty Hospital AFS

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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.

Connecticut Office of Health Strategy
Notifications and Filings Web Portal Electronic Instructions

- 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 the *Continue to Review and Submit* button you will be able to upload documents pertaining to this Filing.

Notifications and Filings - Submission Page

Filing Type

*

Legal Provider Business Name

*

Submitted By

*

Email

*

Telephone Number

*

Filing Month(MM)

*

Filing Year(YYYY)

2025

*

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


Continue to Review and Submit

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	Person filing the document (contact).
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.

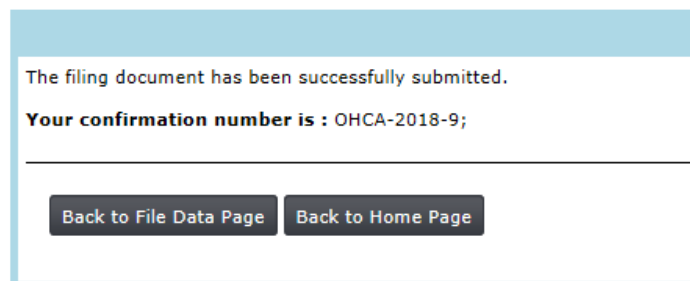
Filing Year	See under the “Complete all fields (*required)” bullet on the previous page.
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3 Upload filing documents

- 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

A screenshot of a web portal interface for uploading documents. It features a text input field labeled 'Name' at the top right. Below the input field is a dark 'Upload' button. A message states: 'Please Click the button below to upload documents.' Below this is another message: 'You can only upload XLS, XLXS, DOC,DOCX, and PDF files.' At the bottom right, there are two buttons: 'Submit' and 'Edit Filing'.

4 Filing confirmation from OHS

A screenshot of a confirmation message displayed on a light blue background. The message reads: 'The filing document has been successfully submitted.' Below this, it states: 'Your confirmation number is : OHCA-2018-9;'. At the bottom, there are two buttons: 'Back to File Data Page' and 'Back to Home Page'.

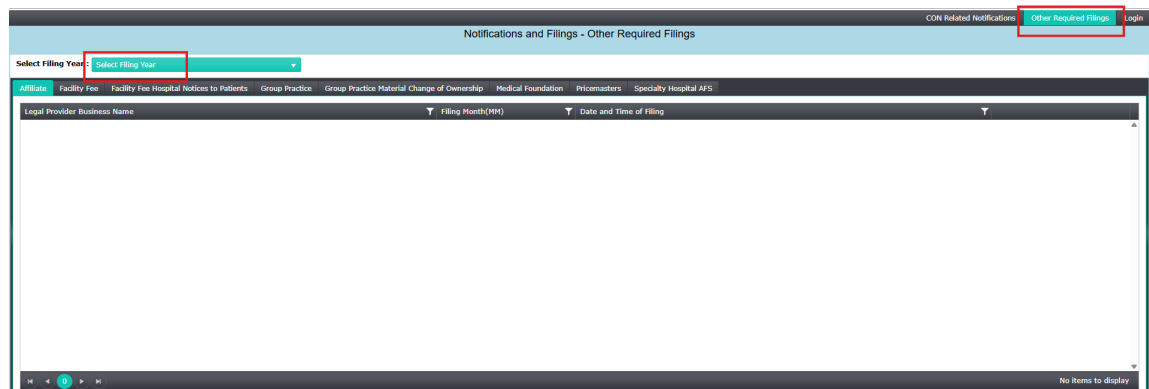
5 Approval from OHS

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 View 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

To delete or replace documents already submitted, contact the appropriate OHS staff member indicated on the notification emailed by OHS.