

## HOW TO SUBMIT MEDICARE ADVANTAGE COMMENT LETTER

- 1) Go to <https://www.regulations.gov/>
  - Electronic comments must be submitted on or before the date shown in the Docket.
  - Comments for this RFI can be received until 11:59pm Eastern Time at the end of August 30<sup>th</sup>.
  - Please make sure your letter does not include confidential/HIPAA information
- 2) In the Search field type: CMS-4203-NC
- 3) Search Results should include 'Request for Information: Medicare Program'.

The screenshot shows the Regulations.gov website interface. At the top, there is a search bar with the text 'cms-4203-nc' and a 'Search' button. Below the search bar, there are tabs for 'Dockets', 'Documents', and 'Comments'. The 'Documents' tab is selected. On the left side, there is a 'REFINE DOCUMENTS RESULTS' section with options for 'Only show documents open for comment (1)', 'Document Type' (Proposed Rule (1)), and 'Posted' (Last 30 Days (1), Last 90 Days (1), Custom Dates). The main content area shows 'SEARCH RESULTS' for 'Request for Information: Medicare Program'. The results include the title, a description, and a 'Comment' button. A blue arrow points to the 'Comment' button. The page also shows 'Displaying 1 - 1 of 1 results' and 'Comments Due Aug 31, 2022'.

- 4) Click the Comment Icon
- 5) Attach Files – Click Browse to drop in your comment letter
- 6) Place your email address in appropriate box (if you want to receive email confirmation of submissions and tracking number click the box)
- 7) Select whether you are submitting this letter on behalf of yourself or your organization. KHA selects 'organization'
- 8) Click Submit Comment