

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Medical advisors, medical consultants and vocational experts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contains information about the usage of medical advisors, medical consultants and vocational experts such as the occasions on which each medical advisor, medical consultant or vocational expert supplied advice or services to the administrative law judges or the Appeals Council, respectively, amount of time involved, fees paid, and types of cases.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 205, 1631(d)(1), and 1872 of the Social Security Act, as amended, and Section 413(b) of the Federal Coal Mine Health and Safety Act, as amended.

PURPOSE(S):

The purpose of this system is to provide information so that the Social Security Office of Hearings and Appeals can measure the usage of medical advisors, medical consultants and vocational experts and make its determinations on contract renewal. This system is used to prepare statistical or summary reports and to counsel physicians about services.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure may be made for routine uses as indicated below:

1. To a congressional office from the record of an individual in response to an inquiry from that office made at the request of the subject of a record.

2. To the Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines that the claim, if successful, is likely to directly affect the operations of HHS or any of its components; or

(c) Any HHS employee in his or her individual capacity where the Justice Department has agreed to represent such employee;

HHS may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESS, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in paper form (e.g., folders, looseleaf binders and punchcards) and in magnetic media (e.g., magnetic tape and magnetic disks).

RETRIEVABILITY:

Records are retrieved alphabetically by name.

SAFEGUARDS:

Folders are kept in locked cabinets. System security for automated records have been established in accordance with HHS Automated Data Processing Manual, "Part 6, ADP System Security." This includes maintaining magnetic tape and magnetic disk records in an enclosure attended by security guards. Access to and use of the records are limited to Office of Hearings and Appeals management and administrative employees whose official duties require such access. All employees are instructed in Social Security Administration confidentiality rules as part of their initial training. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Records are maintained for contract duration of each medical advisor, medical consultant or vocational expert as deemed necessary for consideration with subsequent contract application. Paper records are disposed of by shredding and automated records by erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Commissioner, Office of Hearings and Appeals, Room 402, 3833 North Fairfax Drive, Arlington, Virginia 22203.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record pertaining to him or her by writing to the following address:

Social Security Administration, Office of Hearings and Appeals, P.O. Box 2518, Washington, D.C. 20013.

When requesting notification, the individual should provide his or her name, Social Security number, and whether he or she is a medical adviser, medical consultant or vocational expert. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.) These procedures are in

accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURE:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These access procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

The records are obtained from Administrative Law Judges, the Appeals Council, and supporting staffs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0014

SYSTEM NAME:

Curriculum Vitae and Professional Qualifications of Medical Officers and Medical Advisors and Medical Consultants and Resume of Vocational Experts, HHS/SSA/OHA.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Hearings and Appeals, Vocational Consultant Program Staff, 801 North Randolph Street, Arlington, Virginia 22203

Manager, Appeals Council, Office of Hearings and Appeals, 801 North Randolph Street, Arlington, Virginia 22203

and

each Hearing office (See Appendix G for address information).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Medical offices, medical consultants, vocational experts and medical advisors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Curriculum vitae and professional qualifications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 205, 1631(d)(1), and 1872 of the Social Security Act, as amended, and Section 413(b) of the Federal Coal Mine Health and Safety Act as amended.

PURPOSE(S):

This system is reproduced as appropriate for use as an exhibit in individual cases. The Administrative Law Judge or Appeals Council member uses the information to demonstrate the physician's professional background and expertise, and the vocational expert's professional background and expertise.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure may be made for routine uses as indicated below:

1. To a congressional office response to an inquiry from that office made at the request of the subject of a record.

2. To the Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines that the claim, if successful, is likely to directly affect the operations of HHS or any of its components; or

(c) Any HHS employee in his or her individual capacity where the Justice Department has agreed to represent such employee.

HHS may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense provided such disclosure is compatible with the purpose for which the records were collected.

3. To parties to a hearing, as a matter of due process.

4. To the claimant (who would be a third party in this instance), as a matter of due process.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in paper form (e.g., folders in filing cabinets).

RETRIEVABILITY:

Records are retrieved alphabetically by the name of the individual.

SAFEGUARDS:

Folders are kept in metal filing cabinets. Access to and use of these records are limited to those persons

whose official duties require such access. All employees are instructed in Social Security Administration confidentiality rules as part of their initial orientation training. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Records are maintained as long as medical officers are employed by the Office of Hearings and Appeals and medical advisor, medical consultant, or vocational expert is under contract, after which they are disposed of by shredding.

MANAGER(S) AND ADDRESS:

Associate Commissioner, Office of Hearings and Appeals, Room 402, 3833 North Fairfax Drive, Arlington, Virginia 22203.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record pertaining to him or her by writing to the appropriate hearing office (see Appendix G for address information) or to the address below.

Social Security Administration, Office of Hearing and Appeals, P.O. Box 2518, Washington, D.C. 20013.

When requesting notification, the individual should provide his or her name, Social Security number, and indicate whether he or she is a medical officer, medical advisor, medical consultant, or vocational expert. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.) These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURES:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These access procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Information either comes from the individual, from information supplied by the individual or from medical directories.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0015

SYSTEM NAME:

List of Physicians Utilized as Readers of Black Lung X-Ray Films, HHS/SSA/OHA.

SYSTEM CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Hearings and Appeals, 801 North Randolph Street, Arlington, Virginia 22203

and

each Hearing Office (See Appendix G for address information).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Physicians under contract utilized by the Office of Hearings and Appeals for X-ray reading in Black Lung cases.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copy of contract, professional qualifications and curriculum vitae of the physicians.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 413(b) of the Federal Coal Mine Health and Safety Act, as amended.

PURPOSE(S)

This system facilitates the selection of an appropriate physician to read black lung X-ray films in individual cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure may be made for routine uses as indicated below:

1. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.

2. To the Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines that the claim, if successful,