

# Medical and Vocational Expert User Guide

## ERE for Experts: Get Status Report



January 2024

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## **Overview**

This guide provides Medical and Vocational Experts (ME/VEs) with instructions for accessing status reports. Status reports contain the full SSNs of the claimants assigned to the expert. The SSNs are required for accessing electronic folder (eFolder) documents. The reports also include scheduling information, itinerary due dates, and other information experts can use to manage their workload.

### **A Note for Companies**

In the June 23, 2018 release of ERE for Experts, access was expanded to experts that work for companies. Companies are required to provide the names and SSNs of the experts providing medical and vocational expert services to SSA. The names and SSNs are added to the company's record in SSA's case processing system. When a company is scheduled to a case, all experts working for that company with ERE for Expert accounts will have access to the eFolder. Company experts accessing the status reports will have access to all cases assigned to the company. SSA schedules the company and not the individual expert. Therefore SSA does not have the ability to limit case access to specific company experts. It is the responsibility of the company to ensure claimant Personally Identifying Information (PII) is handled appropriately. Please refer to your Blanket Purchase Agreement (BPA) or Contract for information on handling PII.

When an expert gives notice to the company, the company must notify the Contracting Officer Representative (COR) prior to the expert's final day at the company. If an expert is terminated or quits effective immediately, the company has 1 business day from termination to notify the Contracting Officer Representative (COR). The COR will remove the expert from the company's record in SSA's case processing system. Once this action is completed the expert will no longer have access to any eFolders or status report information.

## ERE for Experts Home

If you are not already logged into ERE for Experts, you must sign in using the specialized link <https://secure.ssa.gov/ERECA/MEVE01View>.

On the ERE home page, select the **Get Status Reports** link under **Electronic Folder Services**.

JOHN CCAKDZS | Sign Out | Text Size | Accessibility Help

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### Electronic Records Express (ERE)

**ERE System Alerts (0)** – Last Updated: 02/05/2021 | **What's New** – Last Updated: 09/19/2020

[Receive ERE System Alerts Via Email](#)

**Electronic Folder Services** [Help](#)

- [Access Claimant's Electronic Folder](#)
- [Pick Up Files](#)
- [Track Status of Submissions](#)
- [Get Status Reports](#)**

**Help & Support**  
User guides and FAQs are available in **User Resources** below.

For technical support, email [OHO.ERE.Expert.Support@ssa.gov](mailto:OHO.ERE.Expert.Support@ssa.gov). DO NOT include any Social Security Numbers (SSNs) in the email.


[User Resources](#)

For your security, please log out and close all Internet windows when you are finished.

## Get Status Report Options

There are two options for obtaining a status report.

- **Get Hearing Office Status Report** – when selected will pull case information from Office of Hearing Operation case processing system.
- **Get Appeals Council Status Report** – when selected will pull case information from the Appeals Council case processing system.



The screenshot shows the Social Security Administration website interface. At the top, it displays the user name 'JOHN CCAKDZS' and a 'Sign Out' link. There are also links for 'Text Size' and 'Accessibility Help'. The main header features the Social Security Administration logo and the text 'Social Security The Official Website of the U.S. Social Security Administration'. Below this, the page title is 'ERE: Appeals Council and Hearing Office Status Report'. The main content area is titled 'Get Status Report' and includes a 'User Resources' link. Under the heading, it says 'Please select a status report type:' followed by two radio button options: 'Get Hearing Office Status Report' and 'Get Appeals Council Status Report'. At the bottom of the form are 'Submit' and 'ERE Home' buttons.

## Status Report Options

There are three options for viewing status reports.

- **Search for Individual Case** – enter the SSN of a single claimant to quickly obtain key case information (claimant full name, hearing office with jurisdiction, hearing scheduled date/time, interrogatory due date, and ALJ name)
- **View all cases** – view key case information (claimant full name, hearing office with jurisdiction, hearing scheduled date/time, interrogatory due date, and ALJ name) for all assigned cases. If you have more than 100 cases, the oldest 100 will be displayed.
- **Download**- download a spreadsheet with detailed case information for all assigned cases.

## Search for Individual Case

Enter the SSN of a single claimant to quickly obtain key case information (claimant full name, hearing office with jurisdiction, hearing scheduled date/time, interrogatory due date, and ALJ name)

Hearing Office:

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### ERE: Hearing Office Status Report

**View Status Report** [User Resources](#)

**Please select one:**

- Search for Individual Case

**Claimant's Social Security Number (SSN):**

View your list of cases for all Hearing Office offices. (Only your oldest 100 cases by Hearing Request Date will be shown in this quick view. This quick view contains limited data.)

Download all of your cases for all Hearing Office offices in a spreadsheet file including additional data.

[How do I use this spreadsheet file?](#)

**Submit**

[ERE Home](#) [Previous](#)

Appeals Council:

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### ERE: Appeals Council Status Report

**View Status Report** [User Resources](#)

**Please select one:**

- Search for Individual Case

**Claimant's Social Security Number (SSN):**

View your list of cases for all Appeals Council offices. (Only your oldest 100 cases by Service Order Sent Date will be shown in this quick view. This quick view contains limited data.)

Download all of your cases for all Appeals Council offices in a spreadsheet file including additional data.

[How do I use this spreadsheet file?](#)

**Submit**

[ERE Home](#) [Previous](#)

## View All Cases

**Hearing Office** - View key case information (claimant full name, hearing office with jurisdiction, hearing scheduled date/time, interrogatory due date, and ALJ name) for all assigned cases. If you have more than 100 cases, the oldest 100 will be displayed.

Interrogatories will display at the top of the list, followed by scheduled hearings.

Hearing Office:

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### ERE: Hearing Office Status Report

**View Status Report** [User Resources](#)

**Please select one:**

- Search for Individual Case
- View your list of cases for all Hearing Office offices. (Only your oldest 100 cases by Hearing Request Date will be shown in this quick view. This quick view contains limited data.)
- Download all of your cases for all Hearing Office offices in a spreadsheet file including additional data.
  - [How do I use this spreadsheet file?](#)

**Submit**

[ERE Home](#) [Previous](#)

JOHN CCAKDZS | Sign Out | Text Size | Accessibility Help

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### ERE: Hearing Office Status Report

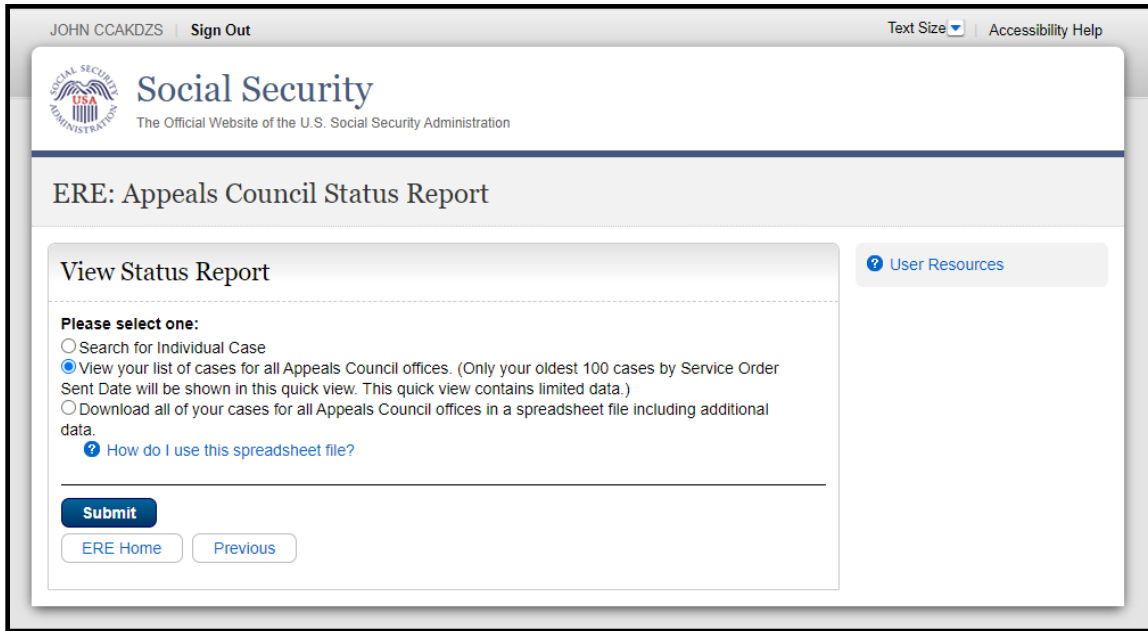
#### Expert Status Report for JOHN CCAKDZS

Below is a view of your case(s) pending at Hearing Office Offices in order of Hearing Request Date. To see additional information about these case(s), download the spreadsheet file from the Hearing Office Office Status Report Search page. [User Resources](#)

Claimant Last Name, First Name	Claimant SSN	Hearing Office with Jurisdiction	Planned Hearing Scheduled Date	Time	Interrogatory Due Date	ALJ Name

[ERE Home](#) [Previous](#)

**Appeals Council** - View key case information (claimant full name, claimant SSN and Service Order Sent Date) for all assigned cases. If you have more than 100 cases, the oldest 100 will be displayed.




## **Download**

Download a spreadsheet with detailed case information for all assigned cases.



## Hearing Office:

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### ERECA: Hearing Office Status Report

[? User Resources](#)

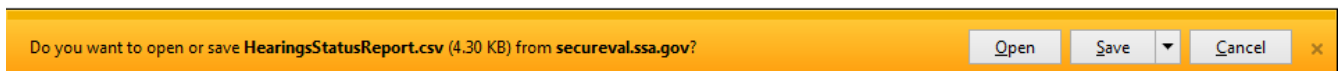
#### View Status Report

**Please select one:**

- Search for Individual Case.
- View your list of cases for all Hearing offices. Only your oldest 100 cases by Hearing Request Date will be shown in this quick view. This quick view contains limited data.
- Download all your cases for all Hearing offices in a spreadsheet file including additional data.**  
[? How do I use this spreadsheet file?](#)

**Submit** [ERE Home](#)

Select “Open” to open the file in Excel or other spreadsheet software. Select “Save” to save the document to your computer.



The spreadsheet will contain the following information for all assigned cases:

- **Contract Number:** The Blanket Purchase Agreement (BPA) or Contract Number
- **Claimant Last Name**
- **Claimant First Name**
- **Claimant Middle Name**
- **Claimant SSN:** The full SSN of the claimant necessary for accessing eFolders.
- **Hearing Office with Jurisdiction**
- **Interrogatory Due Date:** If an interrogatory has been assigned, the due date will be listed. The spreadsheet will be sorted so interrogatories are at the top, followed by Planned Hearing Scheduled Date.
- **Planned Hearing Scheduled Date:** When a hearing has been scheduled, the hearing date will be listed.
- **Planned Hearing Scheduled Time:** When a hearing has been scheduled, the hearing time will be listed.
- **Date of Expert Access:** Access to a case is provided 30 days prior to the Planned Hearing; for Interrogatory, once case is assigned to the expert.
- **Medical Expert Location:** The location of the medical expert providing expert testimony. If providing testimony by phone, the field will say “Expert Location”.
- **Vocational Expert Location:** The location of the vocational providing expert testimony. If providing testimony by phone, the field will say “Expert Location”.

- Claimant Location
- ALJ Last Name
- ALJ First Name
- ALJ Location
- Electronic Folder: indicates of whether it is a fully electronic case (Y) or if it is a paper case (N)
- Data Source: list whether it is an HACPS case or CPMS case
- Comments



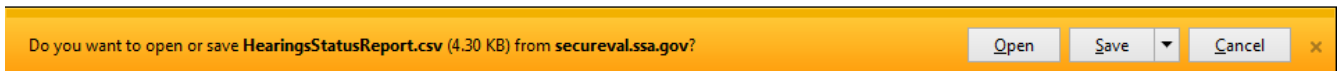
Demo Expert Status Report.xlsx

When the report is opened the columns will be compressed. Select all and expand the columns to fit the text by double-clicking between the columns when they are selected.

### Appeals Council:



Select “Open” to open the file in Excel or other spreadsheet software. Select “Save” to save the document to your computer.



The spreadsheet will contain the following information for all assigned cases:

- Claimant Last Name
- Claimant First Name
- Claimant Middle Name
- Claimant SSN
- Service Order Sent Date



Appeals Council  
Status Report.xlsx