

R-0000 AUTHORIZED REPRESENTATION**R-100 GENERAL INFORMATION**

An applicant or enrollee may designate one or more individuals to act on their behalf with respect to a specific Medicaid application or renewal. The authorized representative should be a person with knowledge of the applicant/ enrollee's situation. If the authorized representative does not know certain information regarding the applicant/enrollee's personal or financial situation, such information should be solicited from the applicant/enrollee directly. The authorized representative may be present for any such contact if the applicant/enrollee so desires.

BHSF Form 1-A, Appendix C shall be used to obtain and document the applicant/enrollee's signed consent for *authorizations that involve the financial interest of the third party representative (i.e., individuals employed by Medicaid providers, Long Term Care (LTC) facilities, application centers, law firms, insurance companies, estate planners, etc.)*

BHSF Form 1-A, Appendix C is not required if the authorized representative is the parent, spouse, curator, legal guardian, or responsible person (a person trusted or depended upon to assist in the care and management of the person or property of an individual who has not been declared incompetent to manage his/her own affairs). Refer to G-810 *Applicant Unable to Participate in the Eligibility Determination Process*.

The consent for authorized representation permits the designated representative to act on behalf of the applicant or enrollee including signing the application and receiving notices.

In no way shall the authorized representative neglect to obtain or fail to report pertinent personal or financial information in order to affect the eligibility or payment determination.

If an application is received from an authorized representative with missing, incomplete or adverse data, the analyst shall independently secure the missing and/or incomplete data and verify adverse data by reviewing the application with the authorized representative.

Entities, including Medicaid providers, LTC facilities and Application Centers, are prohibited from acting as an applicant/enrollee's

authorized representative; however, individuals employed by such entities may act as an authorized representative with the applicant/enrollee's signed consent.

LTC facility personnel who assume such responsibility must adhere to the designation criteria and documentation requirements of the "Delegation of Rights" section of the agency's Standards for Payments manual.

Application Center Representatives who act as Authorized Representatives for applicants/enrollees are also representatives of the agency and, as such, are bound by the standards of confidentiality and safeguard provisions established by federal and state regulations. Both roles, as Authorized Representative and Agency Representative, require that no information regarding the applicant/enrollee is released to any outside entity. Application Center Representatives are responsible for assuring and monitoring confidentiality and are prohibited from sharing any information pertaining to the applicant/enrollee with any other unit of the Application Center or billing entity.

Corrections department employees and others may act as authorized representative of an incarcerated individual for the purpose of submitting an application on such individual's behalf.