

## **INSTRUCTIONS FOR COMPLETING THE APPOINTMENT OF PERSONAL REPRESENTATIVE FORM**

This form may be used to appoint someone to handle a grievance, coverage determination, or in dealing with any level of the appeal process.

**Please Note: A signed Appointment of Personal Representative Form must be included with each request for a coverage determination or appeal. A signed Appointment of Personal Form is valid for the life of the coverage determination or appeal.**

### **How to Complete the Form**

1. **Name of Beneficiary** – Enter the name of the person covered by the policy.
2. **Medicare Number** – Enter the Medicare number or the policy identification number.

### **SECTION I SHOULD BE COMPLETED BY THE MEMBER**

3. **Section I: Appointment of Representative** – Enter the name of the person you want to act on your behalf under “I appoint this individual: \_\_\_\_\_”

Sign and date this section.

Enter your street address, city, state, zip code, and telephone number.

### **SECTION II SHOULD BE COMPLETED BY THE PERSONAL REPRESENTATIVE**

4. **Section II: Acceptance of Appointment** – Enter your name under “I, \_\_\_\_\_”

Then enter the beneficiary’s relationship to you under “I am a/an \_\_\_\_\_”

Sign and date this section.

Enter your street address, city, state, zip code, and telephone number.

### **SECTION III SHOULD BE COMPLETED BY THE PERSONAL REPRESENTATIVE**

5. **Section III: Waiver of Fee for Representative** – Complete and sign your name in this section if you waive your right to charge a fee for representing the beneficiary.

**SECTION IV SHOULD BE COMPLETED BY THE PROVIDER OR SUPPLIER OF THE ITEMS IN QUESTION**

6. **Section IV: Waiver of Payment for Items or Services at Issue** – This section should be completed if the provider/supplier or beneficiary did not know and could not reasonably be expected to know that the items or services would not be covered under the policy.

**The completed form should be mailed or faxed with your grievance, request for coverage determination or appeal request to:**

Grievances, Appeals and Coverage Determinations  
Post Office Box 100133  
Columbia, SC 29202-3133

Fax Number: (803) 264-0141

## APPOINTMENT OF REPRESENTATIVE

NAME OF BENEFICIARY	MEDICARE NUMBER
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### SECTION I: APPOINTMENT OF REPRESENTATIVE

**To be completed by the beneficiary:**

I appoint this individual: \_\_\_\_\_ to act as my representative in connection with my claim or asserted right under Title XVIII of the Social Security Act (the "Act") and related provisions of Title XI of the Act. I authorize this individual to make any request; to present or to elicit evidence; to obtain appeals information; and to receive any notice in connection with my appeal, wholly in my stead. I understand that personal medical information related to my appeal may be disclosed to the representative indicated below.

SIGNATURE OF BENEFICIARY		DATE
STREET ADDRESS		PHONE NUMBER (AREA CODE)
CITY	STATE	ZIP

### SECTION II: ACCEPTANCE OF APPOINTMENT

**To be completed by the representative:**

I, \_\_\_\_\_, hereby accept the above appointment. I certify that I have not been disqualified, suspended, or prohibited from practice before the Department of Health and Human Services; that I am not, as a current or former employee of the United States, disqualified from acting as the beneficiary's representative; and that I recognize that any fee may be subject to review and approval by the Secretary.

I am a / an \_\_\_\_\_  
(PROFESSIONAL STATUS OR RELATIONSHIP TO THE PARTY, E.G. ATTORNEY, RELATIVE, ETC.)

SIGNATURE		DATE
STREET ADDRESS		PHONE NUMBER (AREA CODE)
CITY	STATE	ZIP

### SECTION III: WAIVER OF FEE FOR REPRESENTATION

**Instructions: This form should be filled out if the representative waives a fee for such representation.**

(Note that providers or suppliers may not charge a fee for representation and thus, all providers or suppliers that furnished the items or services at issue **must** complete this section.)

I waive my right to charge and collect a fee for representing \_\_\_\_\_ before the Secretary of the Department of Health and Human Services.

SIGNATURE	DATE
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### SECTION IV: WAIVER OF PAYMENT FOR ITEMS OR SERVICES AT ISSUE

**Instructions: Providers or suppliers that furnished the items or services at issue must complete this section if the appeal involves a question of liability under section 1879(a)(2) of the Act.** (Section 1879(a)(2) generally addresses whether a provider/supplier or beneficiary did not know, and could not reasonably be expected to know, that the items or services at issue would not be covered by Medicare.)

I waive my right to collect payment from the beneficiary for furnished items or services at issue involving 1879(a)(2) of the Act.

SIGNATURE	DATE
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## **CHARGING OF FEES FOR REPRESENTING BENEFICIARIES BEFORE THE SECRETARY OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

An attorney, or other representative for a beneficiary, who wishes to charge a fee for services rendered in connection with an appeal before the Department of Health and Human Services (DHHS) at the Administrative Law Judge (ALJ) or Medicare Appeals Council (MAC) level is required by law to obtain approval of the fee in accordance with 42 CFR §405.910(f). A claim that has been remanded by a court to the Secretary for further administrative proceedings is considered to be before the Secretary after the remand by the court.

The form, "Petition to Obtain Representative Fee" elicits the information required for a fee petition. It should be completed by the representative and filed with DHHS. Where a representative has rendered services in a claim before DHHS, the regulations require that the amount of the fee to be charged, if any, for services performed before the Secretary of DHHS be specified. If any fee is to be charged for such services, a petition for approval of that amount must be submitted.

An approval of a fee is not required where the appellant is a provider or supplier or where the fee is for services (1) rendered in an official capacity such as that of legal guardian, committee, or similar court-appointed office and the court has approved the fee in question; (2) in representing the beneficiary before the federal district court of above, or (3) in representing the beneficiary in appeals below the ALJ level. If the representative wishes to waive a fee, he or she may do so. Section III on the front of this form can be used for that purpose. In some instances, as indicated on the form, the fee must be waived for representation.

### **AUTHORIZATION OF FEE**

The requirement for the approval of fees ensures that representative will receive fair value for the services performed before DHHS on behalf of a claimant while at the same time giving a measure of security to the beneficiaries. In approving a requested fee, the ALJ or MAC considers the nature and type of services performed, the complexity of the case, the level of skill and competence required in rendition of the services, the amount of time spent on the case, the results achieved, the level of administrative review to which the representative carried the appeal and the amount of the fee requested by the representative.

### **CONFLICT OF INTEREST**

Sections 203, 205 and 207 of Title XVIII of the United States Code make it a criminal offense for certain officers, employees and former officers and employees of the United States to render certain services in matters affecting the Government or to aid or assist in the prosecution of claims against the United States. Individuals with a conflict of interest are excluded from being representatives of beneficiaries before DHHS.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0950. The time required to prepare and distribute this collection is 15 minutes per notice, including the time to select the preprinted form, complete it and deliver it to the beneficiary. If you have comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to CMS, PRA Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.

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