How to Appoint a Representative

What is a “representative”?

The Centers for Medicare & Medicaid Services (CMS) require plans to post instructions on their websites about how to appoint a representative and include a link to a downloadable version of the CMS Appointment of Representative Form.

A representative is someone you choose to act on your behalf to make any request, ask for a coverage decision, submit an appeal or file a grievance. You may name a family member, friend, provider, advocate or anyone else to act for you. It is very important to choose someone that you trust to be your representative.

Tip: A court appointed guardian or a Durable Power of Attorney agreement can work in place of an Appointment of Representative form. That means you don't have to fill out an Appointment of Representative form if you have a guardian or Durable Power of Attorney agreement in place.

How to appoint a representative

To appoint a representative, click the link to access the form Appointment of Representative Form to print and complete it.

This form is also available on Medicare’s website. Both you and the person you want to be your representative must sign the form.

If you would like help understanding how to appoint a representative, please contact your PACE Program.

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