

Appointing a Representative

At any time, a party may appoint any individual, including an attorney, to represent him or her during the processing of a claim or appeal. The representative helps the party by providing assistance and expertise. To appoint a representative, the party or representative must complete the [Appointment of Representative](#) form or another written document with the same information. The form or other document must:

- Be in writing
- Be signed and dated by the party and the representative (the representative's signature must be dated within 30 days of the party's signature)
- Include a statement appointing the representative to act for the party
- Include a written explanation of the purpose and scope of the representation
- Include the names, phone numbers, and addresses of both the party and the representative
- Include the representative's professional status or relationship to the party
- Contain a unique identifier of the represented party

If the party is the beneficiary, the Medicare number must be included. If the party is a provider or supplier, the National Provider Identifier (NPI) number is requested. The appointment is valid for 1 year. During this year, the representative may represent the party in subsequent appeal levels on the initial appeal and for any appeals of other claims, unless the party specifically withdraws the representative's authority.