Iowa Department of Human Services

Authorized Representative for Managed Care Appeals

This form shall be completed by the Medicaid member or their parent, if the member is a minor. Complete this form to appoint an individual, organization, or provider to act on your behalf during the appeals process. The member and the authorized representative must both sign this form. Legal documentation such as a court order establishing legal guardianship or a power of attorney can be submitted instead to designate a representative.

Appellant Information

First and Last Name		Date of Birth
Case Number	Medicaid ID Number	Telephone Number
Parent's Name, if appellant is minor (under age 18)		
Brief Explanation of What is Being Appealed		

By signing this form, I understand:

- This authorization is at my request. I have the right to refuse to sign this form and that it is strictly voluntary.
- My signature does not waive my right to represent myself.
- My signature does not waive my financial obligation should the appeal be decided in the Department's favor.
- I authorize my Authorized Representative to act on my behalf during my appeal and to have access to all protected health information regarding my appeal and agree that this information may be disclosed to other persons in connection with this appeal.
- This authorization automatically expires at the end of the appeals process or if I revoke this permission in writing. I can revoke this authorization by sending a written request by mail or fax to: Department of Human Services, Appeals Section, 1305 E Walnut Street 5th Floor, Des Moines, IA 50319 Fax: (515) 564-4044.

Signature of Appellant or Parent, if appellant is minor	Date Signed

Appellant Representative Information

Authorized Representative First and Last Name		
Organization or Provider Business Name		
Representative Mailing Address		
City	State	ZIP Code
Relationship to Representative	Representative Telephone Number	

By signing this form, the Authorized Representative understands:

As a condition of serving as an authorized representative, I agree to abide by relevant state and federal laws concerning conflicts of interest and confidentiality of information.

If the appellant is physically unable to sign, I, the Authorized Representative, certify that (appellant) _____ is physically unable to sign this form. Describe the physical incapacity affecting the appellant.

_____

_____

_____

Signature of Authorized Representative	Date Signed

Note: This form is not valid for appellants who are mentally unable to sign. If the appellant is mentally unable to sign this form, the person acting on their behalf must submit legal proof of guardianship with the appeal.

Once completed, please submit the form to your managed care organization or to the Department of Human Services at:

Amerigroup Iowa, Inc.
Grievances and Appeals Department
4800 Westown Pkwy Ste 200
West Des Moines, IA 50266
Email: iga@amerigroup.com

United Healthcare Community Plan
Grievance and Appeals
PO Box 31364
Salt Lake City, UT 84131-0364

Department of Human Services
Appeals Section
1305 E Walnut St 5th Fl
Des Moines, IA 50319
FAX: (515) 564-4044
Email: appeals@dhs.state.ia.us