



Department of Medicaid

Mike DeWine, Governor
Jon Husted, Lt. Governor

Maureen M. Corcoran, Director

Medicaid Handbook Transmittal Letter (MHTL) No. 3334-20-03

TO: Eligible Providers of Medicaid Services
Chief Executive Officers, Managed Care Plans (MCPs)

FROM: Maureen M. Corcoran, Director

SUBJECT: Instructions for Completing ODM Form 06723 Designation of Authorized Representative

Summary

In response to questions from individuals and providers related to designating an authorized representative, the Ohio Department of Medicaid (ODM) developed instructions for completing ODM form 06723 “Designation of Authorized Representative.” The associated policy for designating an authorized representative is found in rule 5160-1-33 of the Administrative Code.

Following a 7-day public comment period, the instructions have been finalized and the document was assigned ODM form number 06723-I. This document can be found in the forms section of the ODM website: <https://medicaid.ohio.gov/RESOURCES/Publications/Medicaid-Forms>.

Access to Rules and Related Material

The main Ohio Department of Medicaid (ODM) web page includes links to valuable information about its services, programs, and rules; the address is <http://www.medicaid.ohio.gov>

Additional Information

Questions pertaining to this letter should be addressed to:

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Bureau of Provider Services
P.O. Box 1461
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