



NYS Office for People with Developmental Disabilities Medicare Part D Guardian Appointment Form

This form is to be used by a guardian of a Medicare beneficiary receiving services from OPWDD or an OPWDD provider. The person appointed by this form will have the authority to enroll the beneficiary in a Medicare prescription drug plan and to change prescription drug plans and/or to act in the Part D review process for the beneficiary. To act in the Part D review process means doing any of the following: filing a grievance; submitting a complaint to the quality improvement organization; requesting and obtaining a coverage determination (including exception requests and requests for expedited procedures); filing and requesting appeals and dealing with any part of the appeals process.

Instructions:

1. Please complete all fields on page 1 of this form. Please be sure to sign and date the bottom.
2. Check the appropriate box describing the type of appointment.
3. Retain original.

Please Print

Name of Guardian _____

Street Address _____

City _____

State _____

Zip _____

The person appointed by this form will have the authority to: (check all that apply)

- Enroll the beneficiary in a Medicare Part D prescription drug plan and change plans for the beneficiary.
- Act in the Part D review process for the beneficiary.

I am the guardian of _____, who is a beneficiary receiving services from OPWDD or from a private agency certified, authorized or funded by OPWDD and (please choose one of the following boxes):

- I appoint _____, residing at _____.
- I appoint the Executive Director of _____, an agency certified, authorized or funded by OPWDD. I understand that the Executive Director may appoint a designee to act on his or her behalf.
- I appoint the Developmental Disabilities State Operations Office (DDSOO) Director _____, _____ . I understand that the DDSOO Director may appoint a designee to act on his or her behalf.

This appointment supersedes any prior appointment I may have made.

Signature _____ Date _____

See following page for Executive Director's or DDSOO Director's Designation

Executive Director's or DDSOO Director's Designation

This page may be used to document the assignment of a designee to act on behalf of the Executive Director or DDSOO Director when applicable.

The persons whose names and signatures appear below attest that the Executive Director or DDSOO Director has designated them to make enrollment decisions for the beneficiary (if he or she has appointed the Executive Director or DDSOO Director to make these decisions) and/or to act in the Part D review process for the beneficiary (if he or she has appointed the Executive Director or DDSOO Director to act):

Designee(s)

Name

Signature

Name

Signature

Name

Signature