

# Mount Sinai

MEDICAL CENTER

Eldercare

## How to Appoint a Representative

An authorized representative is the person you choose to handle affairs related to your health care services. If you'd like someone other than yourself to file your appeal or grievance, organizational determination, or coverage determination on your behalf, you must complete and turn in to us a CMS Appointment of Representative Form (CMS Form 1696) – [Appointment of Representative Form – English](#), [Formulario de Nombramiento de un Representante – Español](#). This completed form will confirm that the individual has your permission to see all information including medical records about the appeal and/or grievance.

The appointed representative can be your Power of Attorney, a family member, friend, caregiver or other advocate of your choice. You may appoint a representative at any point. Both you and the appointed representative will need to review and sign the form.

If you need assistance with downloading the form or have questions, contact your social work or a member of the Quality Improvement Team.

### Contact Information:

Mount Sinai Eldercare Quality Improvement Department  
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Hialeah, FL 33016-2605

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