



Medicaid Authorized Representative

A Medicaid **authorized representative (AR)** is a person or organization who can act on your behalf to help you apply for and keep your Medicaid coverage. Naming an AR is your choice and your right.





Department of Medicaid

Who can be my authorized representative?

You may name one or more persons or organizations. Only you can name your AR – your AR cannot transfer their responsibilities to another person or organization. You can change your AR at any time. A legal guardian or power-of-attorney may act in place of an AR if the legal documents clearly state that they can handle all financial affairs on your behalf.

How do I name my authorized representative?

Form “ODM 06723 Designation of Authorized Representative” outlines everything necessary to name an AR.

Find it online at [medicaid.ohio.gov/Portals/0/Resources/Publications/Forms/ODM06723fillx.stm](https://www.medicaid.ohio.gov/Portals/0/Resources/Publications/Forms/ODM06723fillx.stm).

Locate your County Department of Job and Family Services at jfs.ohio.gov/County/County_Directory.pdf.

For more information, see codes.ohio.gov/oac/5160-1-33.

What are the duties of my authorized representative?

You can choose the duration, information access, and responsibilities of your AR. Your AR must keep your information private.

You and your AR(s) will receive all correspondence from the County Department of Job and Family Services (CDJFS).

You or your AR(s) must respond promptly to all contacts and requests, and notify the CDJFS of all changes including:

- Income
- Resources
- Marital status
- Change in health insurance
- Facility admissions and discharges
- Current addresses