



How to Appoint a Representative

You may appoint a representative to help you file a grievance or appeal, request a coverage determination, or act on your behalf in other health care matters. A representative can be a relative, friend, attorney, physician or other party you choose to act on your behalf. You can choose a representative at any time, including during the appeals process.

Please note: in some cases, information related to your medical history, medications, treatments and other personal health information may be shared with your representative.

To appoint a representative, you have two options:

1. You can print out a copy of the [Appointment of Representative form](#) (external link).
2. You can write down the following information:
 - Your name, address, and phone number
 - Your member ID number
 - The name address and phone number of the person you are appointing as your representative
 - A statement that you are authorizing the representative to act on your behalf, and that you understand this may give them access to your personal health information, such as your medical history, medications you take, and medical treatments.
 - Your signature and the date you signed the statement
 - A statement from the party you would like to appoint as your representative that includes their agreement to serve as your representative, their signature, and the date they signed it.

Please send your form or list of information to:

UCare Claims/Scanning
P.O. Box 52
Minneapolis, MN 55440-0052

If you have any questions, please call Customer Services at the phone number listed on the back of your Member ID card.

UCare for Seniors is an HMO-POS plan with a Medicare contract. Enrollment in *UCare for Seniors* depends on contract renewal.