

### Section I—Authorization of Designated Appeals Representative (ADAR)

To be completed by the member:

I authorize \_\_\_\_\_ to act as my representative in connection  
(NAME OF THE INDIVIDUAL APPOINTED AS REPRESENTATIVE)

with my complaint, grievance, or appeal with Capital BlueCross, or Keystone Health Plan® Central, Inc. I authorize this individual to make any request; to present or elicit evidence; to obtain information; and to receive any notice in connection with my complaint, grievance, or appeal. I understand that personal medical information related to my appeal may be disclosed to my Designated Appeals Representative indicated below.

I agree that the Designated Appeals Representative will act on my behalf regarding my complaint, grievance, or appeal. I understand that:

1. I will not be able to file my own complaint, grievance, or appeal concerning these same services, nor will any other representative, unless this consent is rescinded in writing. I have the right to rescind this consent at any time. My legal representative also has the right to rescind this consent at any time.
2. Consent shall be automatically rescinded if the Designated Appeals Representative fails to file a grievance, or fails to continue to prosecute the grievance through the second level review process.
3. When the plan takes action, issues correspondence, or requests information or evidence regarding the appeal, it shall send notice only to the Designated Appeal Representative. Notice shall not be sent to me if there is a Designated Appeals Representative.

I have read this consent, including the instructions on the back of this form, or have had it read to me and it has been explained to my satisfaction. I understand this information, and grant my consent for my Designated Appeals Representative to file a complaint, grievance, or appeal on my behalf.

Member Name (individual the appeal is about):	Date of Birth:
Number on ID Card:	Telephone Number:
Mailing Address:	
Services being Appealed:	
Signature of Member:	Date:
Signature of Witness:	Date:

### Section II—Acceptance of Authorization

To be completed by the Designated Appeals Representative:

I, \_\_\_\_\_ hereby accept the above referenced appointment.  
(NAME OF THE INDIVIDUAL APPOINTED AS REPRESENTATIVE)

I am a/an \_\_\_\_\_  
(PROFESSIONAL STATUS OR RELATIONSHIP TO THE PARTY, E.G. ATTORNEY, RELATIVE, ETC.)

of the member and will advocate on their behalf in regards to the complaint, grievance, or appeal. I understand that as the Designated Appeals Representative I am accountable to:

1. Inform the party of the scope and responsibilities of the representation;
2. Inform the party of the status of the complaint, grievance, or appeal and the results of actions taken on behalf of the party such as notification of complaint, grievance, or appeal determinations, decisions, and further appeal rights; and
3. Disclose to the member any financial risk and liability that the member may have.

Representative Name:		
Mailing Address:		
City:	State:	ZIP Code:
Daytime Telephone:	Evening Telephone:	
Signature of Representative:	Date:	

### Completing a Valid ADAR Form:

- A. Section I – Authorization of Designated Appeals Representative (ADAR) – The name of the party making the appointment must be clearly legible. The party making the appointment includes their handwritten ink signature, address, and phone number. If the party that wishes to appoint a representative is a member, then only the member or the member’s legal guardian may sign. If the party making the appointment is the provider or supplier, the provider or supplier (or person authorized to act on behalf of the provider or supplier) must sign the form and complete this section. The date the party signs the form must be included. This section must also include a dated signature of a witness.
- B. Section II – Acceptance of Authorization – An organization or entity may not be named as a representative, but rather a specific member of that organization or entity must be named. This ensures that confidential member information is released only to the individual so named. The name of the individual appointed as representative must always be completed, and his/her relationship to the party entered. The individual being appointed signs the form with a handwritten ink signature, dates, and completes the rest of this section. A representative must sign the authorization within 30 calendar days of the party’s signature.
- C. If any of the required elements listed above are missing from the ADAR, or are determined to be invalid, the authorization is considered defective.

### Authority of an Authorized Designated Appeals Representative:

- A. A representative may represent a party in a complaint, grievance, or appeal. An authorized representative may, on behalf of the party, obtain complaint, grievance, or appeal information to the same extent as the party; submit evidence; make statements about facts and law; and make any request; or give or receive any notice about the complaint, grievance, or appeal records.

### Duration of Authorization:

- A. An authorization is considered valid for one (1) year from the date that both parties signed the form. Requiring that a new authorization be executed on a yearly basis will help ensure that there is an ongoing relationship between the party and his/her representative.
- B. Appeals for other claims may be initiated utilizing an existing authorization instrument within one year of the effective date of the authorization (i.e., the date a completed authorization instrument is signed by the party and the appointed representative). When initiating a new appeal within the one year time frame, the representative must file a copy of the completed ADAR Form with the complaint, grievance, or appeal request. Allowing the representative to use the same authorization for up to one year will help reduce the paperwork involved in representing parties.
- C. The authorization remains valid throughout any and all subsequent levels of complaint, grievance, or appeal on the item(s), claim(s) or service(s) at issue. Therefore, the representative need not secure a new authorization when proceeding to the next level of complaint, grievance, or appeal on the same items, services or claim(s). This holds true regardless of the length of time it may take to resolve the complaint, grievance, or appeal.