

# Personal Representative Request Form

Please print clearly in blue or black ink.



This form will need to be completely filled out for it to be processed. This includes attaching legal documentation (see page 2).

This form allows another person to make health care decisions for a First Choice VIP Care (HMO-SNP) member. This person must have legal authority to act on your behalf. This includes legal guardianship or health care power of attorney. If you have questions, you can call Member Services at **1-888-996-0499 (TTY 711)**, Monday – Friday, 8 a.m. to 8 p.m., from April 1 – September 30, or seven days a week, 8 a.m. to 8 p.m., from October 1 – March 31.

Member information		
First name:	Middle initial:	Last name:
Member ID number:	Date of birth (MM/DD/YYYY): □/□/□	
Address line 1:		
Address line 2:		
City:	State: □□	ZIP code: □□□□□
Home phone number (including area code): ( □□□ ) □□□ - □□□□		
Mobile phone number (including area code): ( □□□ ) □□□ - □□□□		
Email address:		

Member representative information		
First name:	Middle initial:	Last name:
Address line 1:		
Address line 2:		
City:	State: □□	ZIP code: □□□□□
Home phone number (including area code): ( □□□ ) □□□ - □□□□		
Mobile phone number (including area code): ( □□□ ) □□□ - □□□□		
Email address:		
Relationship to member:	Date of birth (MM/DD/YYYY): □/□/□	

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**A copy of legal documentation must be attached to this form.  
If you do not attach legal documentation, this form cannot be processed.**

Type of documentation you are attaching:

- Power of attorney for health care decisions
- Legal guardianship
- Custodial order
- Executor of estate

Other (please specify):

### Signature and date of member's legal personal representative

Name (print):

Personal representative's signature:

Date (MM/DD/YYYY):  /  /

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First Choice VIP Care is a health plan that contracts with both Medicare and South Carolina Healthy Connections Medicaid to provide benefits of both programs to enrollees.

Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame a Servicios al Miembro de First Choice VIP Care al **1-888-996-0499 (TTY 711)**, de lunes a viernes, de 8 a.m. a 8 p.m., del 1 de abril al 30 de septiembre, o los siete días de la semana, 8 a.m. a 8 p.m., del 1 de octubre al 31 de marzo. La llamada es gratuita.

You can get this information for free in other formats, such as large print, braille, or audio. Call **1-888-996-0499 (TTY 711)**, Monday – Friday, 8 a.m. to 8 p.m., from April 1 – September 30, or seven days a week, 8 a.m. to 8 p.m., from October 1 – March 31. The call is free.

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### Important information about personal representatives

The federal Privacy Rule requires First Choice VIP Care to follow certain procedures before it may provide access to your protected health information (PHI) to someone other than you. PHI is information about you that can reasonably be used to identify you and that relates to your past, present, or future physical or mental health or condition and the provision of health care to you or the payments for that care. First Choice VIP Care will release PHI to your personal representative upon receipt of documentation supporting their legal authority to make health-related decisions on your behalf (for example, a valid power of attorney, guardianship, or other legal document). First Choice VIP Care will also recognize as a personal representative an executor, an administrator, or a person recognized by law as having authority to act on behalf of a deceased member or the member's estate.

#### **This is what you need to know:**

Information about your health is very personal. We are committed to protecting your privacy. Please read this form carefully. This form will need to be completely filled out for it to be processed. This includes attaching legal documentation.

First Choice VIP Care will not, however, treat someone as your personal representative if we reasonably believe: (1) you may be subject to domestic violence, abuse, or neglect by the personal representative; (2) treating the person as your personal representative could endanger you; or (3) in the exercise of professional judgment (for example, in a licensed professional's judgment), First Choice VIP Care decides that it is not in your best interest to treat the person as your personal representative.

#### **This is what you need to know:**

We care about your well-being. If we think your personal representative will misuse your health information, we will not give it to them.

A personal representative designation will remain in effect until the member, a court order, or an applicable law revokes it.

#### **This is what you need to know:**

If you allow for a personal representative, this document will remain effective until it is canceled. You can cancel this if you want to. You just have to tell us. A court order or other laws can also cancel it.

To assist First Choice VIP Care in responding to this request, please complete this form by printing or typing into the spaces provided. Attach additional pages if necessary to clarify your request. Attach a copy of the document supporting your personal representative's legal authority to act on your behalf.

#### **This is what you need to know:**

This form will need to be completely filled out for it to be processed. This includes attaching legal documentation. You may use additional pieces of paper if you need more space to write.

Mail the completed form and supporting documentation to:

**First Choice VIP Care**  
Consent Processing Center  
P.O. Box 7092  
London, KY 40742-7092

Questions? Call Member Services at  
**1-888-996-0499 (TTY 711)**,  
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