**Policy Clarifications**

**Medicaid – All**

**PMA-19502-304**

**Submitted: 6/24/19 Agency: CAOs**

**Subject: Electronic Signature for Authorized Representative Designation**

**Question**: Can a document that designates an authorized representative be electronically signed?

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| **Response by: Department of Human Services Date:** |  |

Yes. The CAO “must accept electronic, including telephonically recorded, signatures and handwritten signatures transmitted by facsimile or other electronic transmission” to designate an authorized representative according to federal Medicaid requirements under [42 CFR 435.923(f)](https://www.law.cornell.edu/cfr/text/42/435.923). This includes authorized representative paperwork submitted by a community agency, as well as by the applicant/recipient. An authorized representative can be designated at the time of application or at any time.