Adding Delegated Officials in PAVE for Existing Provider

- 1. Log into PAVE and select Business Profile for entity/provider
- 2. Select Accounts tab from PAVE

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	Helio again i. How are you doing? Listed below are you active Medi-Cal accounts. If you have any questions about them, please Click Here to send a message to a Medi-Cal representative.	
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	Search	٩
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	Showing 5 records per page.	« »

3. Select Update Account icon

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	Account Hello again I. How are you doing? Listed below are you active Medi-Cal accounts. If you have any questions about them, lease Click Here to send a message to a Medi-Cal representative. Search If Account ID If Status Provider Name If Provider Type If Account Type If NPI Begin Date Last Updated Service Address	CLInk Account(s)
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- 4. Select Business Information tab
- 5. Check Delegated Officials box
- 6. Click Apply Changes



7. Click Yes



- 8. Select Delegated Officials tab in the Business Information section
- 9. Uncheck box for "does not want to report any Delegated Officials at this time."
- 10. Click Add



- 11. Enter in name for Delegated Official
- 12. Click Add

Gov	DHCS		David	
Add Delegat	ed Official		×	
First name	Peppermint	~		
Content Middle name		~		
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Account Info		+/	add X Cancel	
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Business Information	Group/Organizat add any Delegate	tion. Adding a Delegated Official is optional. Howeve	r, if you do not	
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P Delegated Officials				
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Submit Application	0			
			Q'Add	
	Legal Name Reported by	Added Date Last Update	Status Actions	
	No Delegated Officials listed.			
	A DELEGATED OFFICIAL means an indi authorized official for situations as spec	ividual who is delegated the authority to sign on beh- ified in the provider bulletin titled Requirements and	alf of the applicant or provider by an Procedures for Groups Designating	
	Delegated Officials. The delegated offici	al must be an individual with ownership or control in	terest in, or be a W-2 employee of,	0
	the provider or applicant. An independe	nt contractor cannot be a delegated official.		

- 13. Enter information in required fields and attach required document
- 14. Click Continue

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Content • Expand All	0	0	0	6
GettingStarted	Individual Information	Adverse Actions	Summary	<u> </u>
Account Information	Please enter the following information			9
	First name Peppern	nint		S
Type of Change	Middle name			\mathbf{i}
Business Information	Last name Patty			
Delegated Officials	Primary Residence Address			
	Q View Address			
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- 15. Answer Adverse Action questions
- 16. Click Continue

Getting Started	Individual Information Adverse Actions Summary
Account Information Type of Change Type of Change Business Information Delegated Officials Signature Submit Application	Legal Actions Within 10 years of the date of this application, has Peppermint Patty been convicted of any felony or misdemeanor involving fraud or abuse in any government program? Yes No value is required Within 10 years of the date of this application, has Peppermint Patty been found liable for fraud or abuse involving a government program in any civil proceeding? Yes No value is required Within 10 years of the date of this application, has Peppermint Patty been found liable for fraud or abuse involving a government program in any civil proceeding? Yes No value is required Within 10 years of the date of this application, has Peppermint Patty entered into a settlement in lieu of conviction for fraud or abuse involving a government program? Yes No
	value is required

- 17. Delegated Official is added.
- 18. Check box for "A Delegated Official" and click continue

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<u>Ca</u>	PAVE	PORTA			🤐 🕌	VALL	ey radioth	. 👧 - David		
	Submit Application	O	Legal Name Peopermint Patty A DELEGATED OFFIC authorized official for Delegated officials m to make changes and/ authority to make cha A provider or applica official(s) will be the o Signatures provided b	Reported by David Aarons David Aarons LIAL means an individual situations as specified in the delagated official mus ant. An independent cont who te delagate their auth or updates to the entity's regres and/or updates, eve and/or updates, eve and/or updates, eve the inot required to have nly person(s) who can ma y delagated officials shall	Added Date Added Date 04/13/2017 who is delegated the at the provider bulletin ti the an individual with o ractor cannot be a dele ority to any other indiv . Medi-Cal enrollment i a delegated official. Ho ke changes and/or upd have the same force at	Last Update 04/13/2017 04/13/2017 uthority to sign on be titled Requirements ar ownership or control ggated official. vidual. Only an author information. The author is appointed. weever, if no delegate lates to enrollment in nd effect as that of an	Status Status Status difference of the applitude of the state of the state of the state state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of	Actions Act		
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