Removing Delegated Officials in PAVE for Existing Provider

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

A S A Https://ust-pave.dhcs.ca.gov/ProviderPortal/accounts/mine.doInth=1 D + B C O File Smart Client Browser	Portal - Acco×	× ☆
🐅 🐌 Suggested Sites 👻 🗿 Web Slice Gallery 💌 🔂 Home - PAVE Home 🐌 Suggested Sites 👻 🗿 Pile Platform 🗿 PAVE Provider Portal (2) ⊘ HP J	Application Lifecycle 🧕 PAVE 2.0 PROD 👻 System Dashboard - Digit 🏠 🔻 🔝 👻 🖂 🖶 👻 <u>P</u> age 👻 Safety 🗡 T <u>o</u> ols 🕷	0• °
Cov PAVE PORTAL	₩	
My Home Applications Accounts My Tools -	Help	
Secounts 🕒		
Hello again . How are you doing? Listed below are you activ	re Medi-Cal accounts. If you have any questions about them,	
please Click Here to send a message to a Medi-Cal representative.		
	Cink Account(s)	
Search		
#Account ID #Status Provider Name #Provider Type	NPI Begin Date Last Updated Service Address Actions	
	● 🖉 C ♣+ @	
	@ @ C	
	● ○ ○	
	● ♂ C ♣+ ⑪	
	• 7 C	
Showing 5 🔺 records per page.	« »	

3. Select Update Account icon

🗲 🕞 🙆 https://uat-pave.dhcs.c	agov/ProviderPortal/accounts/mine.dol.inth=1 🖉 + 🏦 C 🥥 Pile Smart Client Browser 🦉 PAVE Provider Portal - Acco X	
	Con PAVE PORTAL	
	My Home Applications Accounts My Tools - Help	
	Account	
	Showing 5 records per page.	

- 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. Click on the "trash can" icon

<i>Cl</i> cov	PAVE PORT			See 19	· ·		₽ -	
•	Submit Application	Þ					● Add	
		Legal Name	Reported by	Added Date	Last Update	Status	Actions	
		John Doe	David Aarons	04/19/2017	04/19/2017	•	/ 11 < • 2	
		Peppermint Patty	David Aarons	04/14/2017	04/13/2017		×@:	
		ADELEGATED OFF authorized official fo Delegated Officials the provider or appli Delegated officials in to make changes and authority to make of A provider or applic official(s) will be the	ICIAL means an individual r situations as specified in The delegated official mus cant. An independent com vay not delegate their auth yor updates to the entity' langes and/or updates, eve ant is not required to have only person(s) who can ma	who is delegated the a i the provider bulletin t it be an individual with tractor cannot be a dele hority to any other indir s Medi-Cal enrollment en if a delegated official. Hi ake changes and/or up	athority to sign on beh itled Requirements an ownership or control i sgated official. vidual. Only an authori information. The author I is appointed. awever, if no delegated dates to enrollment inf	nalf of the applicant id Procedures for G interest in, or be a V ized official may de orized official will si d official is assigned formation.	tor provider by an iroups Designating N-2 employee of, Hegate the authority till retain the I, the authorized	
		Signatures provided and financially bind t program.	by delegated officials shal he provider or applicant b	Il have the same force a to the laws, regulations,	nd effect as that of an provider bulletins and	authorized official, d program instructio	, and shall legally ons of the Medi-Cal	
		By his or her signatu Agreement, and all in also certifies that he	re on affiliation forms, a de nformation in the affiliatio /she meets the definition (elegated official certific in form and agrees to ac of a delegated official a	is that the individual h dhere to all the stated i s defined in provider b	as read the Medi-C requirements. The pulletin titled Requi	Cal Provider delegated official rements and	

10. Click "Yes" to remove delegated official

← ← ← https://ust-pave.dhc.scs.gov/ProviderPortal/applications.do?nthe.he8 D ~ ≙ C ()	PAVE Provider Potal - Appl X
	PHET NAME PARTY AND A AN
Submit Application De	you want to delete this record?
	John Dee David Aarons 04/19/2017 04/19/2017 Image: Comparison of the second sec
	A DELEGATED OFFICIAL means an individual who is delegated the authority to sign on behalf of the applicant or provider by an authorized official for situations as specified in the provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official nums the an individual with ownership or control interest in, or be a W-2 employee of, the provider or applicant. An independent contractor cannot be a delegated official.
	Delegated officials may not delegate their authority to any other individual. Only an authorized official may delegate the authority to make changes and/or updates to the entity's Medi-Cal enrollment information. The authorized official will still retain the authority to make changes and/or updates, even if a delegated official is appointed.
	A provider or applicant is not required to have a delegated official. However, if no delegated official is assigned, the authorized official(s) will be the only person(s) who can make changes and/or updates to enrollment information.
	Signatures provided by delegated officials shall have the same force and effect as that of an authorized official, and shall legally and financially bind the provider or applicant to the laws, regulations, provider bulletins and program instructions of the Medi-Cal program.
	By his or her signature on affiliation forms, a delegated official certifies that the individual has read the Medi-Cal Provider Agreement, and all information in the affiliation form and agrees to adhere to all the stated requirements. The delegated official also certifies that he/she meets the definition of a delegated official as defined in provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official certifies under penalty of.

11. Delegated Official is removed from the Delegated Official section of the Application.

🔶 💮 🧭 http://uit-pave.dh.c.ca.gov/ProviderPortalTapplications.doTrith=he5 D v 🔒 O 🧱	PAVE Provider Portal - AppL. ×	*
	AL PHCS Pavid	^
	 Control to the signature on affiliation forms, a delegated official certifies that the individual has read the Medi-Cal Provider of applicant on the affiliation form and agrees to able to the lentity control to the laws, regulations, provider bulletin titled Requirements and Provider collected official shall have the same force and effect as that of an authorized official and the provider of applicant to the laws, regulations, provider bulletin to the state of applicant of provider difficial and the provider bulletin the delegated official is applicant. An independent official control to the advection of a delegated official applicant of provider bulletin to the authority to make changes and/or updates to the entity's Medi-Cal errollment information. The authorized official will still retain the authority to make changes and/or updates to the entity's Medi-Cal errollment information. The authorized official is applicant is not required official shall have the same force and effect as that of an authorized official, and shall legally and financially build the provider or applicant to the laws, regulations, provider bulletins and program instructions of the Medi-Cal provider official and the provider of applicant of the laws frequlated official is assigned. The authorized official shall have the same force and effect as that of an authorized official, and shall legally and financially build the provider or applicant to the laws, regulations, provider bulletins and program instructions of the Medi-Cal provider Agreement, and all information the affiliation form and agrees to abhere to all the stated requirements and Provider official as the laws and the delegated official as the total requirements and Provider for applicant in the delegated official certifies that the individual has read the Medi-Cal Provider Agreement, and all information the affiliations of a delegated official as the requirements and Provider for applicant is the deligated official as defined in provider pulletin tit delegated off	
	← Previous Continue →	~

12. Answer Adverse Action questions

13. Click Continue



- 14. Delegated Official is added
- 15. Check box for "A Delegated Official" and click continue

