



Instruction about how to appoint a representative

- Medicare rules allow a beneficiary to appoint a representative in the appeals process. Members can contact their local Social Security Office, get help from your local Agency on Aging office or our Member Services Department.
- You may appoint any person as a representative
- The appointment is valid for one year after the appointment form is signed by you or from the date the representative accepted the appointment.
- A representative has the same rights as the beneficiary to the hearing. They can submit arguments or evidence on your behalf.
- A representative may have access to personal information about you.
- To appoint a representative, you must fill out the Appointment of Representative Form

Instructions for submitting an Appointment of Representative Form

Members may return completed form by mail or fax to:

Fax number: 305-448-5783

Mailing Address:
HealthSun Health Plans
1205 SW 37th Avenue
Miami, Florida 33135
Attn: Member Services Department

If members have any questions when completing this form, please call the Member Services Department Monday through Friday 8:30am to 5:30 pm est. at 305 235-9292 in Miami-Dade County, 1-877-206-0500 for Broward County. TTY users must call 1-877-206-0500.