

Linking vs. Authorized Delegate

This document describes the differences between linking within KY MPPA and the Authorized Delegate functionality to include when linking must occur depending upon the action to be taken and the timing of the Authorized Delegate selection.

Overview

Linking within KY MPPA and submitting as a Credentialing Agent Authorized Delegate are related but are separate activities. A CA and Provider must be linked in order for the Credentialing Agent to act on behalf of a Provider, whether as a Non-Delegate or an Authorized Delegate. The linking activity, however, is separate and distinct from the selection by the CA as either a Non-Delegate or an Authorized Delegate.

Linking will occur at different points in the application life cycle depending upon the action taken by the CA on behalf of the Provider, however, the selection as an Authorized Delegate will always occur on the **10.0 Submit** screen when the CA completes the action for the Provider.

- For a **new enrollment application**, the provider and CA will be **linked at the end** of the new enrollment process when the Medicaid ID is issued.
- For a **maintenance-related action**, the CA and Provider must be **linked at the beginning** of the process so the CA can work on behalf of the Provider.

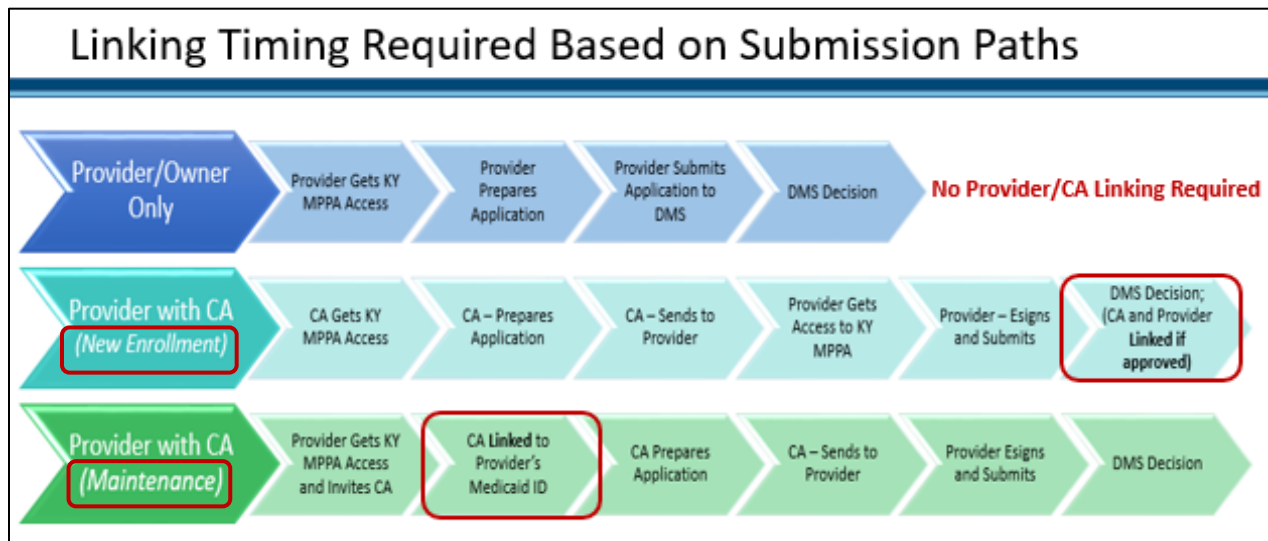


Figure 1: Linking Timing Based on Type of Action

See **Table 1** for the **steps** to link and select authorized delegate when submitting a new enrollment application or a maintenance-related action.

Linking Timing vs. Selection as Authorized Delegate	
New Enrollment Application	Maintenance-Related Action
1. CA sets up KY MPPA account and is assigned role as CA Non-Delegate	1. CA sets up KY MPPA account and is assigned role as CA Non-Delegate
2. CA begins new enrollment application (<i>select “I am a Credentialing Agent” option on Role Selection screen</i>)	2. CA links to Provider’s Medicaid ID via the Organization Management Application (OMA) or with assistance from the KY MPPA Contact Center* (beginning of process)
3. CA arrives on 10.0 Submit screen and decides whether to submit as CA Non-Delegate or Authorized Delegate (Authorized Delegate Selection)	3. CA begins maintenance-related action
a. If Non-Delegate : CA sends to Provider; Provider e-signs and submits to DMS	4. CA arrives on 10.0 Submit screen and decides whether to submit as CA Non-Delegate or Authorized Delegate (Authorized Delegate Selection)
b. If Authorized Delegate , CA uploads Authorized Delegate Form then e-signs and submits to DMS	a. If Non-Delegate : CA sends to Provider; Provider e-signs and submits to DMS
5. DMS will review and approve the application. The Medicaid ID is issued.	b. If Authorized Delegate , CA uploads Authorized Delegate Form then e-signs and submits to DMS
6. The Provider and CA are linked (end of the process)	

Table 1: Linking Timing for New Enrollment Application and Maintenance-Related Actions

***Note:** *The linking path depends upon the specific CA-Provider relationship and the type of organization supported. For more information on the paths to link a Provider and CA, see the **Provider and Credentialing Agent Linking Tip Sheet**.*

Linking vs Submitting as an Authorized Delegate (New Enrollment)

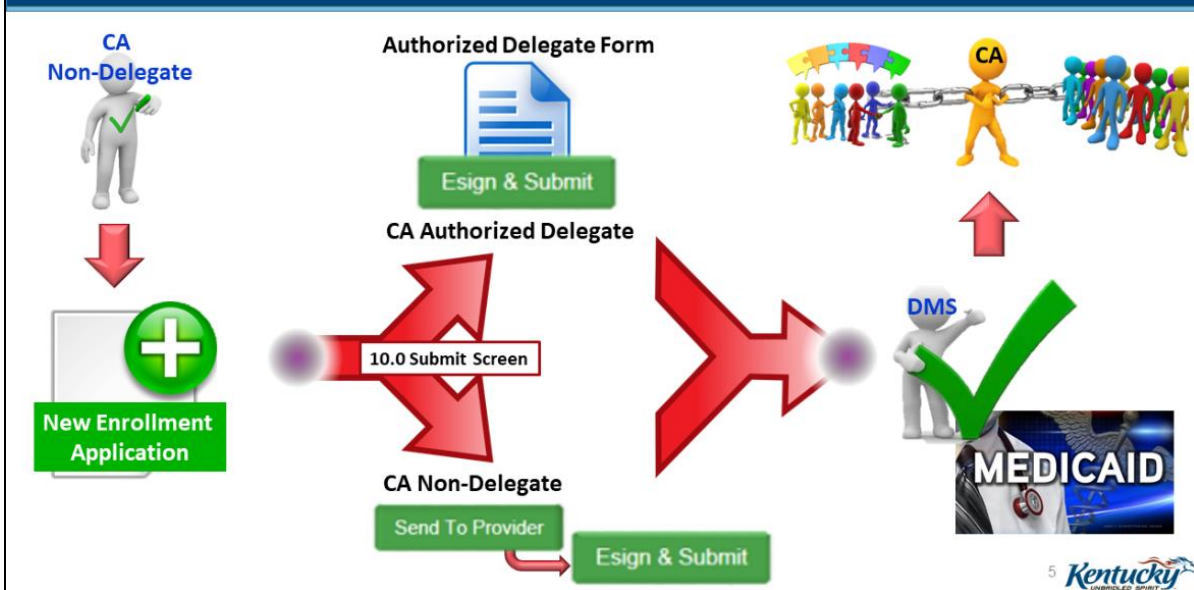


Figure 2: New Enrollment – Provider and CA Linked When Medicaid ID Issued

Linking vs Submitting as an Authorized Delegate (Maintenance)

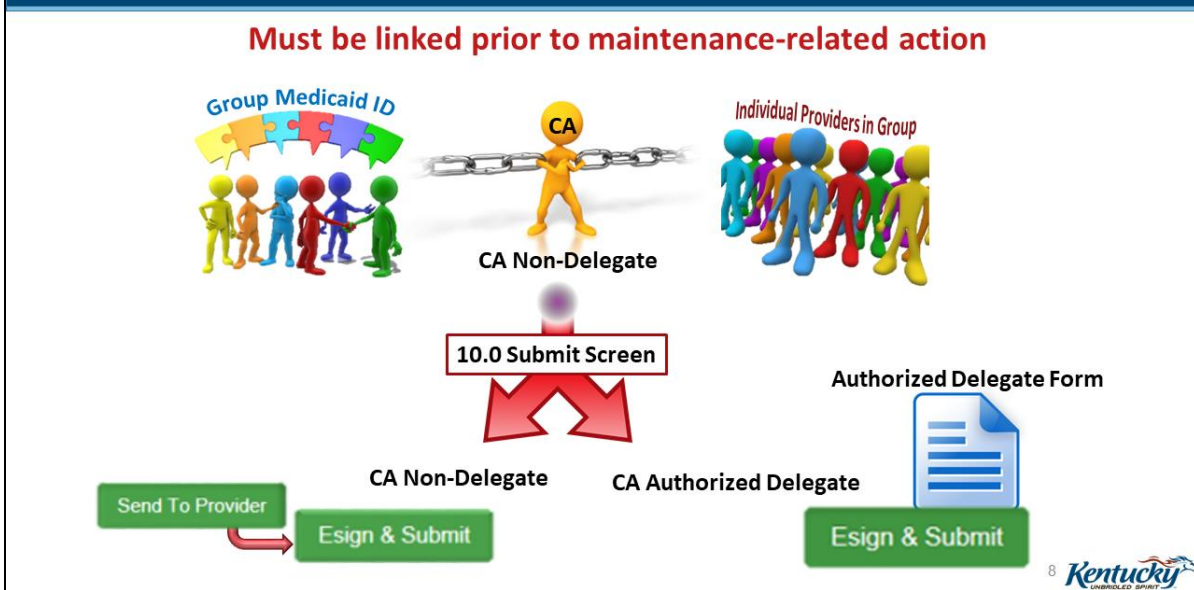


Figure 3: Maintenance – Steps to Submit as Non-Delegate and Authorized Delegate