



AUTHORIZED AND DELEGATED OFFICIALS

An AO must be a CEO, CFO, partner, chairman, direct owner or some equivalent role appointed by the organization that would give them the legal authority to enroll, make changes, and ensure compliance with Medicare enrollment requirements. An AO can sign all types of application and is the only official who can sign an initial application. A DO is someone with ownership or control, including a W-2 managing employee that may sign changes & revalidation applications. DOs have to be approved by an AO. Multiple AOs and DOs are permitted.

 AO Authorized Official
Enroll, make changes and ensure compliance with enrollment requirements
<ul style="list-style-type: none">• CEO, CFO, partner, chairman, owner, or equivalent appointed by the org• May sign all applications (<i>must sign initial application</i>)• Approves DOs

 DO Delegated Official
Appointed by the AO with authority to report changes to enrollment information
<ul style="list-style-type: none">• Ownership, control, or W-2 managing employee• Multiple DOs permitted• May sign changes, updates & revalidations (<i>cannot sign initial application</i>)

The AO and DO must have roles that qualify them as such within the provider organization. They cannot use their status as the CEO, CFO, etc. of the provider's parent company, management company, or chain home office as a basis for his/her role as the provider's AO/DO.