

Hospital Presumptive Eligibility (HPE) Provider Intake Advisor Verification Form (Contractors/Third Party Vendors/Subcontractors)

In order for HPE Providers to permit contractors, third party vendors, or sub-contractors to assist as HPE Intake Advisors, HPE Providers must complete and sign this form, and adhere to the guidance provided in this form. It is important; HPE Providers indicate current Intake Advisors' information on this form, and keep this information updated and maintained in your HPE Provider files. If you have any questions, please call the Telephone Service Center at 1-800-541-5555, Monday through Friday, between 8 a.m. and 5 p.m.

1. HPE Provider Information

Legal Name of Hospital		Hospital National Provider Identifier (NPI) Number	
Business Name of Hospital (if different from legal name)			
Hospital's Service Address (number & street)	City	State	ZIP Code
Hospital's Authorized Contact Person (first)		Hospital's Authorized Contact Person (middle initial)	
Hospital's Authorized Contact Person (last)			
Title/position	Telephone number ()	Contact Fax Number ()	Contact Email address

2. HPE Intake Advisors (Contractors/Third Party Vendors/Sub-Contractors) Information

Identify the HPE Intake Advisors you are permitting to assist your hospital welcome desks, meet with HPE Applicants, and/or help HPE Applicants fill out the hard copy of the HPE Applications. Be sure to keep the information below updated and maintain current information in your HPE Provider files.

HPE Intake Advisor Business Name	Business Tax ID#	HPE Intake Advisor (First, Middle, Last Name)	HPE Intake Advisor Email address	HPE Intake Advisor Phone Number
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3. HPE Provider Guidance of HPE Intake Advisors (Contractors/Third Party Vendors/Sub-contractors)

- ✓ HPE Providers can rely on HPE Intake Advisors to help by staffing welcome desks, meeting with consumers, and helping them fill out PE applications as long as the HPE Provider takes full responsibility for all PE determinations.
- ✓ HPE Providers must oversee HPE Intake Advisors responsibilities to ensure accountability and confidentiality.
- ✓ HPE Intake Advisors are not permitted to access or use the HPE Application Web Portal.
- ✓ HPE Intake Advisors are not permitted to make HPE eligibility determinations.
- ✓ HPE Intake Advisors must ensure confidentiality.
- ✓ HPE Provider employees cannot delegate the authority to determine presumptive eligibility to another entity." (See 42 CFR 435.1102(b)(2)(vi).
- ✓ Regulations 42 CFR 435.1102(b)(2)(vi) do not limit the ability of third party contractors to assist individuals in completing and submitting the full application.

4. Certification

The undersigned has read this form and agrees to the terms.

Print Name and Title of HPE Provider	(first)	(last)	(title)
HPE Provider Signature	Date	Phone number	