

## Appointment of Representative CMS-1696 Revision Crosswalk

<b>Change #</b>	<b><u>Form</u></b>	<b><u>Change</u></b>	<b><u>Current Location</u></b>	<b><u>Reason</u></b>
1.	CMS-1696	Change form expiration date when approved	Page 1 bottom left	Update for new collection.
2.	CMS-1696	Section 1: Moved fill boxes at top of form to below the text for Section 1 so that all fill boxes are now located under the heading of "Section 1".	Section 1, first page	The required elements for the fill boxes were not changed, but the placement of the first two fill boxes (name and Medicare number or National Provider Identifier) was changed to group all fill boxes together in Section 1 for clarity.
3.	CMS-1696	Section 1: Revised the text that had previously been located under Section 1 to now be directly underneath the form title and located prior to the Section 1 fill boxes. The text revision was to make the instruction simpler and easily understandable using plain language.	Section 1, first page	The text narrative now provides an overall purpose and instruction for the entire form in plain language, instead of a narrative that is specific to Section 1.
4.	CMS-1696	Section 1: Instruction following the words "Section 1" changed from "Appointment of Representative To be completed by the party seeking representation (i.e., the Medicare beneficiary, the provider or the supplier):" and now reads: "Information about the person appointing the representative This section must be completed by the patient, provider or other person appointing a representative."	Section 1, first page	Instructions were updated using plain language to give directions on who must complete the fill boxes in Section 1.
5.	CMS-1696	Section 2, Change heading from "Acceptance of Appointment To be completed by the representative:" to now read "Information about the representative This section must be completed by the representative."	Section 2, first page	Changes made to entire statement using plain language to clarify purpose of section and who must complete the information.
6.	CMS-1696	Section 2: Moved the signature fill box to appear beneath all other fill boxes in Section 2.	Section 2, first page	Moved signature fill box to precede the attestation statement now

## Appointment of Representative CMS-1696 Revision Crosswalk

<b>Change #</b>	<b><u>Form</u></b>	<b><u>Change</u></b>	<b><u>Current Location</u></b>	<b><u>Reason</u></b>
				appearing after the signature fill box.
7.	CMS-1696	Section 2: Moved the narrative text that had appeared prior to the fill boxes in Section 2 to now appear preceding the signature fill box.	Section 2 - first page	Moved attestation statement to precede the signature fill box now appearing at the end of Section 2.
8.	CMS-1696	Section 2: Revised the text now underneath the signature fill box to make the attestation statement simpler and more easily understandable using plain language.	Section 2 - first page	Changes made using plain language to entire statement to clarify obligations of the representative and disqualifications that apply.
9.	CMS-1696	New heading added following Section 2 "Representative must complete the sections below if applicable (go to instructions on page 2)".	Page 1 - near center of page	Add new heading in plain language that makes clear that Sections 3&4 must be completed by the representative if applicable.
10.	CMS-1696	Section 3 - updated narrative instructions on who is responsible for completing this section and the conditions that apply when it is applicable.	Section 3 - first page	Changes made using plain language to entire instructions to clarify obligations of the representative to sign when certain conditions are applicable.
11.	CMS-1696	Section 4 - updated narrative instructions on who is responsible for completing this section and the conditions that apply when it is applicable.	Section 4 - first page	Changes made using plain language to entire instructions to clarify obligations of the representative to sign when certain conditions are applicable.
12.	CMS-1696	Page 2, moved heading "Instructions and Regulation Requirements" to top center of page and enclosed with	Page 2, page heading	Visual format change to enhance clarity using plain

## Appointment of Representative CMS-1696 Revision Crosswalk

<b>Change #</b>	<b><u>Form</u></b>	<b><u>Change</u></b>	<b><u>Current Location</u></b>	<b><u>Reason</u></b>
		visual lines to distinguish overall purpose of page.		language applications.
<b>13.</b>	CMS-1696	Instructions: Updated entire narrative of instructions using plain language to clarify and make easier to follow. Included new information not previously placed on the instructions explaining how long the appointment lasts and use of the form with multiple filings.	Page 2, top of page	Revised entire instruction section using plain language to remove duplicate information that is already on page 1 and to clarify information and applicable regulations.
<b>14.</b>	CMS-1696	Charging Fees for Representing Patients before the Secretary of HHS - Updated wording using plain language to make section read more clearly.	Page 2, center of page	Revised instruction section using plain language to clarify information and improve readability.
<b>15.</b>	CMS-1696	Approval of Fee - Updated wording using plain language to make section read more clearly.	Page 2, center of page	Revised instruction section using plain language to clarify information and improve readability.
<b>16.</b>	CMS-1696	Where to Send This Form - Revised first sentence to now read: Send this form to the same location you send your claim, appeal, grievance, or request. Removed all other information.	Page 2, bottom of page	Revised instruction section using plain language to clarify information and improve readability.
<b>17.</b>	CMS-1696	Create new heading "Get Help & More Information". Placed 1-800-MEDICARE contact information under this new heading for easier readability. Also included accessibility statement under this new heading.	Page 2, bottom of page	Create new instruction section that houses all contact information in one place using plain language to clarify information and improve readability.