



## Completing the Authorized Administration Form

The Authorized Administration Form grants authorized administrative access to the Group Practice or Facility designated and authorized by the Individual or OPR Virginia Medicaid Provider to manage their provider file information on the secure Virginia Medicaid Provider Portal. The individual or OPR provider will remain the Primary Account Holder for their individual provider file and can remove or update their Authorized Administrator at any time. Only one Authorized Administrative can be active on the Individual or OPR Provider file at a time. Virginia Medicaid Provider Enrollment Services will validate the information provided on this form to ensure that access to individual or OPR Virginia Medicaid Provider Information to an authorized administrator of Group Practice or Facility designated by individual provider. **Note: Each provider must complete Authorized Administration form and only one Authorized Administrator can be on a provider file at a time.**

### Part A- Group Practice Information

1. **Legal Business Name:** Enter the name of the business as registered with the Internal Revenue Service.
2. **Federal Tax Identification Number:** Enter your organization's 9-digit Federal Tax Identification Number and begin date.
3. **Group Practice or Facility National Provider Identifier (Organization-Type 2):** Enter your Group Practice or Facility (Organization-Type 2) digit National Provider Identifier as assigned by the National Plan and Provider Enumeration System (NPPES).
4. **Group Practice or Facility 14-digit Service Location Id:** Enter your 14 Digit Group Service Location Id provider is requesting Authorized Administration for individual provider files.

### Part B- Individual Provider Identification

1. **Individual Name:** Enter the full name of the individual or OPR provider.
2. **Social Security Number:** Enter the 9-digit social security number of the individual or OPR Virginia Medicaid provider.  
**Date of Birth:** Date of Birth for Individual or OPR Virginia Medicaid Provider.
3. **Individual Provider National Provider Identifier:** Enter the individual or OPR provider's (Type 1) 10-digit National Provider Identifier as assigned by the National Plan and Provider Enumeration System (NPPES).
4. **Individual Provider 14-digit Service Location Id:** Enter your 14 Digit Individual or OPR within the Group or Facility Service Location Id provider.

### Part C- Authorized Administration Statement

This section must be signed and dated by the individual or OPR provider shown in the Individual Provider Identification section (Part B) to request to authorize the entity shown in the Group Practice or Facility Identification section (Part A) to manage their provider information as an Authorized Administrator.

Please fax completed forms securely to:

**Virginia Medicaid Provider Enrollment Services**

**Toll-Free Fax: 888-335-8476**

**Local Fax: 804-270-7027**