

Subject: Designation of "Authorized Official" for Centers for Medicare & Medicaid Services (CMS)

Page 1 of 2

**A RESOLUTION PERTAINING TO DELEGATION OF AUTHORITY TO ACCESS THE
CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) IDENTITY & ACCESS
MANAGEMENT SYSTEM**

WHEREAS, the Board of County Commissioners of Calvert County, Maryland (hereinafter, the "Board of County Commissioners"), is an enrolled Part B Supplier in the Medicare program.

WHEREAS, the Centers for Medicare & Medicaid Services (CMS) requires the use of its Identity & Access (I&A) Management System to manage access to Medicare systems, including the Provider Enrollment, Chain, and Ownership System (PECOS);

WHEREAS, participation in the CMS I&A Management System requires the designation of one or more "Authorized Officials" who are vested with the legal authority to make representations and to legally and financially bind the Board of County Commissioners to the laws, regulations, and program instructions of the Medicare program;

WHEREAS, the President and Vice-President of the Board of County Commissioners are currently designated as the County's Authorized Officials for this purpose, as evidenced by the executed CMS-855B Authorized Official Certification Statement;

WHEREAS, the Department of Public Safety is transitioning to a new third-party EMS billing vendor, and requires specific information from the CMS I&A Management System to support backend processes and ensure a smooth transition;

WHEREAS, the CMS I&A Management System permits Authorized Officials to approve "surrogacy" requests, allowing designated staff members to register for "Access Manager" or "Staff End User" roles to manage account information and perform administrative functions on behalf of the organization; and

WHEREAS, the Board of County Commissioners finds it necessary and in the public interest to designate a specific staff position to act as its representative within the CMS I&A Management System for efficient administrative operations, while reserving the legal authority of the Authorized Officials.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the position of Billing and Compliance Coordinator for the Department of Public Safety, Emergency Medical Services Division, is hereby designated as an authorized representative of Calvert County for the purpose of establishing and maintaining an "Access Manager" or "Staff End User" account within the CMS Identity & Access (I&A) Management System;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the authority of this designee is limited to accessing information and performing administrative functions necessary to support the County's EMS billing operations, including coordinating with third-party vendors;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the President and Vice-President of the Board of County Commissioners, in their capacity as the County's designated Authorized Officials, are hereby authorized and directed to

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take all necessary actions within the CMS I&A Management System to approve the surrogacy or access request from the individual holding the position of Billing and Compliance Coordinator;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall not be construed to grant the Billing and Compliance Coordinator the authority to legally or financially bind Calvert County, Maryland, as said authority is reserved for the designated Authorized Officials; and

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall take effect immediately upon its adoption.

DONE, this 18th day of NOV., 2025, by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5

Nay: 0

Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**

Katie Brittain

Katie Brittain, Clerk

Earl Hance

Earl F. Hance, President

Todd Ireland

Todd Ireland, Vice President

Approved for legal sufficiency:

Mark C. Cox Sr.

Mark C. Cox Sr., County Commissioner

John B. Norris, III

John B. Norris, III, County Attorney

Catherine M. Grasso

Catherine M. Grasso, County Commissioner

Mike Hart

Mike Hart, County Commissioner

Received for Record.....11/21....., 2025
at.....4:05.....o'clock.....P.....M. Same day
recorded in Liber KPS No.78.....
Folio.....93.....COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Gary P. Smith

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