
Subject: Important Consumer Information regarding the transition to Tempus
Attachments: Paperworkr Instructions.pdf

Dear Consumer,

Beginning in 2022, the Executive Office of Health and Human Services has chosen to use a single FI, Tempus Unlimited, Inc. Because of this, there are several forms that will need to be signed. You are receiving this packet based upon information provided by your current FI that you are receiving PCA Services and have an email address on file. Due to this, you have the opportunity to sign the forms electronically.

To e-sign the forms, Tempus is using a software called Paperworkr. Soon, you will receive two emails from no-reply@annkissam.com. The first stating that a Paperworkr account has been created for you and you will need to reset your password and a second stating a packet has been created and is ready for you to e-sign. It is important to reset your password first. Once that step has been completed, you can review and e-sign the forms that have been pre-filled with your data.

The following is a list of the forms and a brief description of their purpose:

2678 Employer Appointment of Agent: This form will allow Tempus Unlimited, Inc. to file the appropriate forms with the Internal Revenue Service (IRS) as an agent of the Consumer. If possible, the Consumer should complete and sign this form. If the Consumer is unable to sign, a Power of Attorney or Legal Guardian may do so. In that case, the documents granting those powers must also be provided.

Consent to the Use and Disclosure of Protected Health Information: By completing and signing this form, the Consumer acknowledges consent/non-consent regarding the release of PHI and permission to leave detailed voicemails on their home/cell phone.

Examples of these forms, our Notice of Privacy Practices (NPP) document and previous transition communications can be found on our transition webpage, <https://tempusunlimited.org/ma-transition/>. Instructions to complete these steps are attached.

Please e-sign and submit these forms no later than October 8, 2021.

Tempus Transition Team

