

## 2014 New Business Submission Cheat Sheet

**Please Note:**

1. All agents must be certified and appointed to write business
2. 48 Hour submission clock begins when the agent signs and dates the application

CARRIER	HOW/WHERE TO SUBMIT APPS	FAX NUMBER	ADDRESS	EMAIL	ALTERNATE METHODS	CUSTOMER SERVICE
AETNA	Fax is the preferred method. AICOE, App-by-Email, iPad	888-876-9858 or 402-343-9956 (1 app per coversheet)	Attn: Aetna New Business 8420 W Dodge Rd 5th Floor Omaha, NE 68114	<a href="mailto:mapdfax@eldercarebroker.com">mapdfax@eldercarebroker.com</a>	Apps can be Mailed to the client AICOE App-by-Email iPad	Enrollment/Members PDP: 877-238-6211 MA: 800-282-5366 BSU: 888-247-1050
CIGNA PDP	Fax (preferred method) or regular mail AICOE and App-by-Email available	800-735-1469 (Include a coversheet with agent contact info)	CIGNA Medicare Rx P.O. Box 269005 Weston, FL 33326-9927	N/A	Apps can be Mailed to the client AICOE App-by-Email	Enrollment/Members 1-800-222-6700 BSU: 800-973-9183 or <a href="mailto:producercommissions@CIGNA.com">producercommissions@CIGNA.com</a>
COVENTRY CCP	Fax (preferred method), mail, or online Each paper app should be used only once due to unique App ID number. SMS app by email PDF includes unique app ID numbers. AICOE, iPad and App-by-Email available	See state specific fax numbers (1 app per coversheet)	See state specific addresses	N/A	Apps can be Mailed to the client AICOE App-by-Email iPad	BSU: 877-255-3777
COVENTRY PDP	Fax (preferred method), mail, or online Each paper app should be used only once due to unique App ID number. SMS app by email PDF includes unique app ID numbers. AICOE, iPad and App-by-Email available	866-415-2232 (1 app per coversheet)	Coventry Healthcare Attn: Eunice Peters Bldg 3 Mailstop 2 Part D 1084 South Laurel Road London, KY 40742	N/A	Apps can be Mailed to the client  AICOE App-by-Email iPad	Members: 866-865 0662  BSU: 866-714-9301

CARRIER	HOW/WHERE TO SUBMIT APPS	FAX NUMBER	ADDRESS	EMAIL	ALTERNATE METHODS	CUSTOMER SERVICE
CIGNA/ HEALTH- SPRING	Fax (preferred method) or mail Carrier specific fax coversheet is <b>required</b> for every application sub- mitted. <b>SOA Paperwork Required</b> <b>or use the SCOPE LINE by call-</b> <b>ing 866-398-6055</b> Tablet eEnroll- ment	*Alabama, Florida and South Mississippi – 877 -818-8162 *Tennessee, Georgia and North Mis- sissippi – 877-818- 9299 *Illinois – 877-818- -9225 *Texas – 877- 818-8163 *West Virginia – 855- 430-3496 (1 app per coversheet)	See state specific address- es	N/A	Tablet eEnrollment	DSU: 866-442-7516 <a href="mailto:dsu@healthspring.com">dsu@healthspring.com</a>
HUMANA	Fax (preferred method) or mail Telephonic Scope of Appt – 866- 945-4471 iPad	877-889-9936 (1 app per coversheet)	Humana Medicare Enroll- ment Attn: New Business 2432 Fortune Dr. Lexing- ton, KY 40509	N/A	Apps can be mailed to the client iPad FASTApp	MA/PPO & PDP-800- 457-4708 MA/PFFS- 877-511-5000 Agent Support 800-309-3163 <a href="mailto:Agentsupport@humana.com">Agentsup- port@humana .com</a>
United Healthcare (UHC) AARP MAPD Pre- ferred Care Partners	FAX (preferred method) or email AICOE and App-by-Email available	877-564-2192 (1 app per coversheet)	UHC New Business 8420 W Dodge Rd 5th Floor Omaha, NE 68114	<a href="mailto:mapdfax@elderca&lt;br/&gt;rebroker.com">mapdfax@elderca rebroker.com</a>	Apps can be mailed to the client AICOE App-by-Email	<a href="mailto:phd@uhc.com">phd@uhc.com</a>
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UHC-Other Carriers listed below						
Care Improvement Plus	Fax (preferred method) or mail	866-868-2508 (1 app per coversheet)	4350 Lockhill – Selma Rd, Suite 300 San Antonio, TX 78249 Attn: Enrollment Department	N/A	N/A	Producer Help Desk - 888-381-8581 or <a href="mailto:phd@uhc.com">phd@uhc.com</a>
Preferred Care Partners Physicians Health Choice	Fax (preferred method) or mail	501-262-7070 (1 app per coversheet)	United Healthcare Medi- care Enrollment Attn: Xer- ox/ACS 3315 Central Ave- nue Hot Springs, AR 71903	N/A	N/A	Producer Help Desk - 888-381-8581 or <a href="mailto:phd@uhc.com">phd@uhc.com</a>