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### What is FastAPP Enrollment

- FastAPP enrollment is an electronic enrollment method
- It is accessed through the Agent Portal
- The member's enrollment information is entered directly into the FastAPP by the agent
- The member needs to have an active e-mail address to conduct signature verification
- The member is given a receipt with the application ID



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### What are the Benefits of FastApp Enrollment

- The application is processed the same day ensuring timely enrollment for the member
- The enrollment information is more accurate:
  - ✓ No inaccurate SAN numbers or illegible handwriting on a paper app to worry about
  - Much of FastAPP completion is done via "drop down" selections – very little typing
- The agent receives commissions in a more timely and accurate basis



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### What the Agent needs to do:

- Complete the Humana compliant sales presentation for the member
- Explain the FastAPP process and what to expect to the beneficiary
- Complete the on-line enrollment request Electronic signature
- Application ID are given to the beneficiary and agent
- Beneficiary will receive an e-mail to their e-mail address with a link to provide their electronic credentials and confirmation to enroll
- Application is not processed as complete until beneficiary returns electronic signature



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### Accessing FastApp

### Log into the Agent Portal



# Scroll down and click on Medicare Agent Workbench



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### Selecting FastApp

Scroll down to Products and Enrollment section and select "Enter Online Enrollment"





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### Searching available plans

Enter the client's zip code and click "Continue"

**Note** – You **must** be licensed and certified in the state the member resides in to access the plans for the zip code entered.

### Enter your client's zip code.

This will be your client's permanent residence zip code in which they will reside while coverage is in effect.



Please be advised that agents must be licensed in the state where the beneficiary resides.





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### Selecting county and plan year

	Confirm Zip and State match what you entered	🔤 <u>ennit nnis eage</u> ( Am <u>eniarge rext</u> ( 💷 <u>meip</u>
Zip: 40220 State: KY		
To learn more about the specific Acrobat Reader. To begin the app • Check the status of comp	benefits for each plan click on a plan name below. You will need Adobe Acrobat F lication process for your client click the enroll button to the left of the plan in whic leted applications <b>Go &gt;</b>	Reader to view a plan's benefit information. <u>Click here</u> to download a free copy of Adobe h they are enrolling. Please contact Agent Support at 1-800-309-3163 for assistance.
Click here to change zip c     Plan Enrollment     County : JEFFERSON     If more than one county     you'll need to select the     from the county drop do	ode        Return to Home       Between 10/1 and 11/30 you select a plan year. If you sele between 10/1 and 11/14, you state whether the member is qualifying SEP or ICEP/IEP for effective date.         ✓       Plan Year       - Select - ✓ effective date.         ✓       Select - ✓ effective date.       2009         2010       NOTE - You cannot take AEP prior to 11/15.         wn.       wn.	will have to ct 2010 will have to using a or a 1/1 View Plans ►
	Please select one of the following	
	<ul> <li>SEP - NON RENEWAL/ TERMINATION</li> <li>ICEP/IEP</li> </ul>	
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### **Selecting Plan Types to View**

#### 🗵 Plan Enrollment

County : JEFFERSON 💌	Plan Year : 2010 💌	□ AII(8) ♥ PDP(3) ♥ MA(1) ♥ MAPD(4)	View Plans ▶
Click here to launch the consumer Wiz Medicare Individual Plans	ard		The system will auto select all check boxes for plans that are available for county/year selected. You can deselect or select all that apply. Click ''View Plans'' to see all available plans.



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### **Viewing Available Plans**

Click here to launch the consumer Wizard

Medicare.com site to calculate costs. Medicare Individual Plans Benefit Summary Monthly RX Fitness OSB Plans Office PCP Hospital MMOOP 📀 Premium Program Mycare PCP You Pay Specialist Humana PPO Plans \$10.00 HumanaChoicePPO R5826-066 \$0.00 No Yes Yes \$195.00 \$3,400.00 NA. Per Day Enroll in Plan 🕨 View Details 🛖 \$30.00 HumanaChoicePPO H1806-001 \$50.00 \$10.00 \$195.00 \$4.700.00 Yes Yes Yes NA. Per Day View Details 📻 Enroll in Plan 🕨 \$35.00 HumanaChoicePPO R5826-082 \$63.00 Yes Yes Yes \$15.00 \$225.00 \$6,000.00 NA. Per Day Enroll in Plan 🕨 View Details 🕋 \$35.00 HumanaChoicePPO R5826-008 \$73.00 \$15.00 Yes Yes \$225.00 \$6,000.00 Yes NA. Per Day Enroll in Plan 🕨 View Details 🛖 \$35.00 Humana PFFS Plans Humana Gold Choice PFFS H2944-128 \$133.00 Yes Yes Yes \$15.00 \$225.00 \$7,500.00 NA. Per Day Enroll in Plan 🕨 View Details 🛖 \$35.00 Humana PDP Plans Humana Standard S5884-073 (PDP) \$45.80 Yes No No This Plan only provides prescription drug coverage. Enroll in Plan 🕨 View Details For internar and only

If you click here, a new window will open to the

Wizard view available on the Humana-

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### Accessing the Senior Wizard

	X
Please note OSB Plans may be available in the market but will not be displayed on Senior Wizard	
OK Cancel	

The Senior Wizard does not display Optional Supplemental Benefits (OSB) so you will receive this message. Click OK to continue

### **Find Your Plan**

You're almost there! We need a little more information to show you the plans available in your area.

You will have to select the plan year again and click Submit to access the Senior Wizard.

#### Select which plans you would like to review

So that we can show you the plans you're most interested in, please review your choices below.

#### Preview the new 2010 Plans

 Enrollment begins on November 15th, but you can research now and find the right plan for you.

#### Compare 2009 Plans

You may be eligible to enroll now if you recently turned 65 or will turn 65 soon or if you are eligible under special circumstances.

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Submit

### Selecting an Optional Supplemental Benefit (OSB)

Benefit Summary	Monthly Premium	RX	Fitness Program	OSB Plans	Office PCP Mycare PCP Specialist	Hospital You Pay	ммоор 😮
Humana PPO Plans							
HumanaChoicePPO R5826-066	\$0.00	No	Yes	<u>Yes</u>	\$10.00 NA \$30.00	\$195.00 Per Day	\$3,400.00
HumanaChoicePPO H1806-001	\$50.00	Yes	Yes	<u>Yes</u>	\$10.00 NA \$35.00	\$195.00 Per Day	\$4,700.00
HumanaChoicePPO R5826-082	\$63.00	Yes	Yes	<u>Yes</u>	\$15.00 NA \$35.00	\$225.00 Per Day	\$6,000.00
HumanaChoicePPO R5826-008 Enroll in Plan > View Details	\$73.00	Yes	es	<u>Yes</u>	\$15.00 NA \$35.00	\$225.00 Per Day	\$6,000.00
lf an OSB is available, i	it will		Auman	a Gold Choice	PFFS H2944-128		
say YES in the OSB co	lumn. "VES"		Are you	interested in en	irolling in an Optional	Supplemental Bene	efit Plan?
or "Enroll in Plan" to vie and/or select OSB(s) a continue with enrollmer	ew nd nt.	-		Plan Name MYOPTION DE MYOPTION DE MYOPTION VI MYOPTION PL	ENTAL - HIGH PPO ENTAL - LOW PPO SION LUS		<b>Premium</b> \$19.00 \$10.00 \$10.00 \$18.00
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### **Starting the Application**

	Х
You have selected to Enroll in PlanHumana Gold Choice PFFS H2944-128	
Is this Correct?	
Yes	

You will need to confirm the plan you have selected to access the enrollment application. If this is not the correct plan, click NO to return to plan selection page.

# You must read the compensation disclosure to the member <u>before</u> completing the application.

Pla	n : Humana Gold Choice PFFS H2944-128 Year : 2010	Confirm plan name and plan year.
		Server Date: 1170/2009 10.29.00 AW
Mano	latory compensation disclosure statement - Read verbat	im to the applicant:

### **Completing the Application**

Section 1: Decision Maker Questions
* Based on what we have discussed, is it your understanding that this plan provides coverage for <b>medical AND prescription drugs?</b> • Yes  No
* Do you agree that I notified you that <b>Optional Supplemental Benefits</b> are available with this plan? Yes  No
<ul> <li>* Please tell us who is completing your application form.</li> <li>I am completing my application on my own.</li> </ul>
I have Power of Attorney and I am applying on someone's behalf. (Please Note: Power of Attorney must cover the ability to make healthcare decisions and is usually referred to as a Durable Power of Attorney for Healthcare or Healthcare Power of Attorney.)
O I am a Translator and/or Witness and I am assisting the applicant with the application.

#### Section 2: Medicare Card Information

To complete this section, refer to your Medicare card. Please fill in the information exactly as it appears on your card

MEDICARE	HEALTH INSURANCE		
* First Name Middle Initial	Genny		
* Last Name	Martin		
* Medicare Claim Number	123456789A	Medicare informa	tion should be filled
* Hospital Insurance (PartA)	October 🖌 2008 🗸	Medicare card	appears on the
* Medical Insurance (PartB)	October 💌 2008 💌		
State of Permanent Residence	: KY		HUMANA. Guidance when you need it most
* Date of Birth	October 💌 28 💌 1922	~	

### **Completing the ESRD Section**

Section 3: ESRD Questions		
Please answer Yes or No to all of the following question(s).		
* Have you been diagnosed with <u>End-Stage Renal Disease</u> or ESRD?	YES 🗸	
If yes please answer the following questions.		)
Are you currently enrolled in another health plan that Humana offers in your state?	~	If you answer
Were you enrolled in a Medicare + Choice plan which was terminated or discontinued after December 31, 1998 and you are making your first election since then?	<b>`</b>	YES to ESRD,
Have you had a successful kidney transplant?	<b>v</b>	questions will be
Do you still require regular dialysis?	~	required.
Note: If you have had a successful kidney transplant and no longer require regular dialysis, you will need to forward a letter from your physician regarding your signed enrollment form to Humana	current condition	/ when you return the



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Sectio	on 4: Contact Information / PCP Selection
To make sure we know how to contact you (the enrollee), please fill in all the b	blanks below.
Permanent Address Information	
*	Permanent Address 1 : 500 West Main Street
	(Residential Address only-no P.O. box number)
	Permanent Address 2 : NCT 28
	* County : JEFFERSON
	* City : Louisville
	* State : KY
	* Zip Code : 40220
Mailing Address Information (if different from permanent home address)	
he mailing address is the same as the	Mailing Address 1 :
ident address is the same as the	Mailing Address 2 :
Net Type Come as it will delay	Mailing City :
Not Type Same as it will delay	Mailing State :
ocessing of the application.	Mailing Zip :
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Please inform enrollee that we will use their e-mail address to send them important communications such as enrollment status and benefit usage.

Email Address must be given and ok to email check box must be selected.	Email Address : OK To Emai Phone Number : * Language Preference :	Igogineni@humana.com         Image: State of the st
* Name of Primary Care / MyS	ician Selected from Directory :	154th Street Medical Pla
	* PCP# :	000110701
* Are you an Established Patient of	f the Physician you selected? :	YES 🗸
IN	<b>IPORTANT</b>	The e-mail address given <b>MUST</b> be the beneficiary's NOT the agent's

Without the Beneficiary e-mail address the electronic signature can not be verified and the application will not go through. DO NOT Use the agent's e-mail address

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#### Additional Contact Information



If the applicant is enrolling in an HMO, you must select a PCP by clicking the "Physician Finder" button and following the prompts. Once a PCP has been selected, it will return the PCP name and PCP # to these fields. You must still answer Yes or No for Established patient.

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#### Section 5: Effective Date

#### \* Election Period Enrolling Under

Typically you may only enroll in a Medicare Advantage or Prescription Drug Plan during the Annual Election Period (AEP) between November 15 and December 31 of each year. In addition, you can join a Medicare Advantage Plan during the Open Enrollment Period (OEP) between January 1 and March 31 of each year, as long as you do not change your prescription drug coverage. However, there are exceptions that may allow you to enroll in a Medicare Advantage or Prescription Drug Plan outside of these election periods

#### Today's Date : 11/8/2009 10:29:00 AM

AEP - Are you in your Annual Coordinated Enrollment Period 
 ICEP - Are you in your initial enrollment period? 
 OEP - Are you in your annual Open Enrollment Period?

🔿 OEPI - Are you Institutionalized? 😨

O OEP NEW - Are you in your initial Open Enrollment Period ? 😨

🔘 SEP - Are you in Special Election Period? If so, please indicate why 😨

\* Select Effective Date :

# Selecting SEP will trigger — this notification.



Based on the information entered so far, the

In this example, the effective date will set to 1/1 based on our previous answers and the SEP reason will set to NON/Renewal/Termination.

OK

Cancel

💿 SEP - Are you in Special Election Period? If so, please indicate why 😨

\* Select Reason : NON RENEWAL/ TERMINATION - Beneficiaries current plan did not renew coverage or terminated coverage

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\* Select Effective Date : 1/2010 🔽

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	Section 6: Group Coverage Questions	
Please answer Yes or No to all of the question(s).		
* Once enrolled, will you or your spouse work?		NO
* Once enrolled, will you or your spouse have other group healt	n coverage?	YES 💌
If you answer YES to this question, you must complete all fields.	Carrier Name : Policy Number : Carrier Address 1 : Carrier Address 2 : Carrier City : Carrier State : Carrier Zip :	
You can join this plan and keep the current prescription coverage assistance programs. In order for Medicare to coordinate these b Will you have other prescription drug coverage in addition to <b>Hu</b> f yes, please provide the following :	you have including other private insurance, TRICARE, Federal Employ enefits, please list any current coverage you have for prescription drug: nana Gold Choice PFFS H2944-128	ree health benefits, VA benefits or State pharmaceutions that you plan on keeping.
If you answer YES to this question, you must	Name of other coverage :       TRICARE         Policy Number :       23232         Member ID Number :       43434343434	

Section 7: Medicaid / LTC Questions / Emergency Contact			
Please answer all of the following questions			
* Are you currently on Medicaid?		YES 💌	
Medicaid number is required, if you answer YES to this question.	Medicaid Policy Number :		
* Are you currently a resident in a nursing home or long-term care facility?	<u>_</u>	YES 💌	
	/ Date Entered : Institution Name :	May 27 2009 V	
If you answer YES to this	Institution Address 1 :	1234 LTC Way	
question, you must	Institution Address 2 :		
complete all information.	Institution City :	Louisville	
	Institution State :	Kentucky	
	Institution Zip :	40220	
	Institution Phone:	502 - 222 - 2222 555-555-5555	



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Who should we notify in case of an emergency (optional)? Please fill in all blanks below.

This section is optional but is	First Name :
helpful if you can capture it	Middle Initial :
neipiul il you can captule il.	Last Name :
	Relation :
	Phone Number :
	555-555-5555

#### Section 8: Optional Supplemental Benefits

Please answer all of the following questions	
* Are you interested in enrolling a Supplemental benefit Plan(vizDental, Vision etc)?	YES 🔽
* Are you interested in adding/removing an additional Optional Supplemental Benefit Plan (vizDental, Vision etc)?	YES 💌
If yes please select a Plan.	

Description	Premium
MYOPTION DENTAL - HIGH PPO	\$19.00
MYOPTION DENTAL - LOW PPO	\$10.00
MYOPTION VISION	\$10.00
MYOPTION PLUS	\$18.00

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### **Completing Agent Information**

	Section 9: Agent Inform	ation
Please fill in the following information.		
Confirm the Agent Name is You information is populated based	on * Agent Name : GENEVIEV	E MARTIN
Your login information.	* Agent SSN :	•
	Broker/Referring Agent Name :	
	Broker/Referring Agent Number :	
	MGA Code :	
	Agency Name :	
	Agency ID :	
	Location :	
You <b>must</b> always select <b>NONE</b>	Campaign : 0310040754	1
	* Affinity ID : NONE	~
	Affinity Location :	

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### **Selecting Payment Method**

#### Section 10: Select a Payment Option

Monthly Premium for base plan:	\$133.00
Monthly Premium for OSB(s):	\$20.00
Total Monthly Premium:	\$153.00

\* Please select a payment method to pay your monthly plan premium and / or late enrollment penalties :

🔘 I want to pay Humana directly. Bill me

O Deduct all my premium payments from my Social Security Check

#### Please select a Payment Option.

You must select a payment method. Credit Card is not allowed for web applications.

### If you select Social Security Deduction, you must read the following disclaimer.

Deduct all my premium payments from my Social Security Check.

#### Social Security Check Deduction

\*\* IMPORTANT NOTE about Social Security Check Deduction Depending on the time of the month that you make this request, it could take about two months from the time your Medicare drug plan submits the request for the premium deduction to start. This means that the first time premiums are withheld from your Social Security benefit, an amount equal to two monthly premium payments will be withheld. Social Security will deduct only the cost of one monthly premium payment from your Social Security benefit each month after that. In some cases, it may take three months. You will never have a deduction that is more than three months worth of premiums. If for any reason, your deduction is delayed longer than three months, Medicare will stop your request and ask your Medicare drug plan to bill you directly for premiums. This protects you from having a large, unexpected deduction from your regular benefit.

Should you disenroll from the plan, the same lag in processing time may occur. If the Social Security Administration withheld the premium, Social Security will refund your premium. You should get this refund as an individual payment, separate from your regular monthly benefit, within six weeks after enrolling in a new plan.



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### Signing via Electronic Signature







### Signing via Electronic Signature

	Please note that the email address entered MUST be the applicant's. Please confirm that the email address on the application is the applicant's.	
ollee is : begin oi omplete	I Confirm	ter than the last d v ng month.
nonic Sig	gnature Digital Signature Electro	Nic Signature ►

### The Agent will be asked again to confirm the e-mail address entered earlier is the applicants



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### Signing via Electronic Signature



### Signing via Electronic Signature

Dear Beneficiary Name,

Your enrollment form for Humana's Medicare Advantage plan has been processed and is ready for your electronic signature!

Please review the information in its entirety. These documents are the basis for your policy and with your electronic signature you are attesting to the accuracy of the information. To access your enrollment form for electronic signature, click on the link below and follow the instructions:

#### Review & Sign Enrollment Form

It's important to complete the electronic signature process within 48 hours of receipt of this e-mail. Coverage will not begin until the first day of the month after the documents are received by Humana. If you don't submit all forms in a timely manner your coverage will not begin on time.

If you are unable to access your enrollment form through the <u>Review & Sign Enrollment Form</u> link, copy and paste the link below into the address bar of your web browser. Make sure that you copy the entire link.

https://www.humana-

Medicare.com/MedicareEsignature/EsigEntry.aspx?App\_No=4tjBnxliKg==&cm\_mmc\_o=ZAFzEzCjC1bELlCjCHlbTHFzbkvCjC1bELN

If you have any questions regarding your enrollment please call: please call

TTY: 1-877-833-4486. Thank you for choosing Humana's Medica the application electronically by

Sincerely,

Humana Medicare Enrollment Department

The Applicant will receive the following e-mail asking them to sign the application electronically by accessing the link and filling in specific information

• Name, DOB and Medicare ID



### **Checking Application Status**

Zip: 33785 State: FL	
To learn more about the specific benefits for each plan click on a plan name k Acrobat Reader. To begin the application process for your client click the enro	below. You will need Adobe Acrobat Reader to view a plan's benefit information. <u>Click here</u> to download a free copy of Adobe Il button to the left of the plan in which they are enrolling. Please contact Agent Support at 1-800-309-3163 for assistance.
<ul> <li>Check the status of completed applications Go &gt;</li> </ul>	Click on "Search Application"
Click here to change zip code     Return to Home	link from Available Plan screen
	and enter Application ID
☑ Plan Enrollment	number.
Search Application	Claim #
Phone:	App Date:
Client Name: Last: First:	
Search	<b>8</b>
	Telephonic 🔨 Wet 🛶 Digital 📥 Electronic 🤡 Unsigned



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### **Electronic Signature Complete**

	phoadon					
🗹 Application	1D: 2373202		📃 Claim #			
Phone:	-	-	📃 App Date:			
📃 Client Nam	ne: Last:	Fin	st:			
Search ▶			🖀 Tele	phonic 🕆 Wet 🖽 Digita	Electronic 🖉 U	Insigned
	Prospect	ADD ID	App Date	Claim#	Phone	Status
+	Martin, Genny	I: 2373202 - HMO	11/8/2009 6:04:35 PM	123456789a	5555555555	Submitted
Page: 1 of 1					First Page Previ	ous Next Last Page

Status will show "Submitted" immediately following Electronic Signature submission. Once the applicant returns the e-mail verification the Application is processed as an enrollment – 9AM and 4PM daily, the status will change to "Completed"



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Search Application

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