

Medicare Broker Recontracting

Recontracting of Annual AHIP Certification

Description

Below are the steps existing brokers can follow to complete the re-contracting of their Annual AHIP Certification.

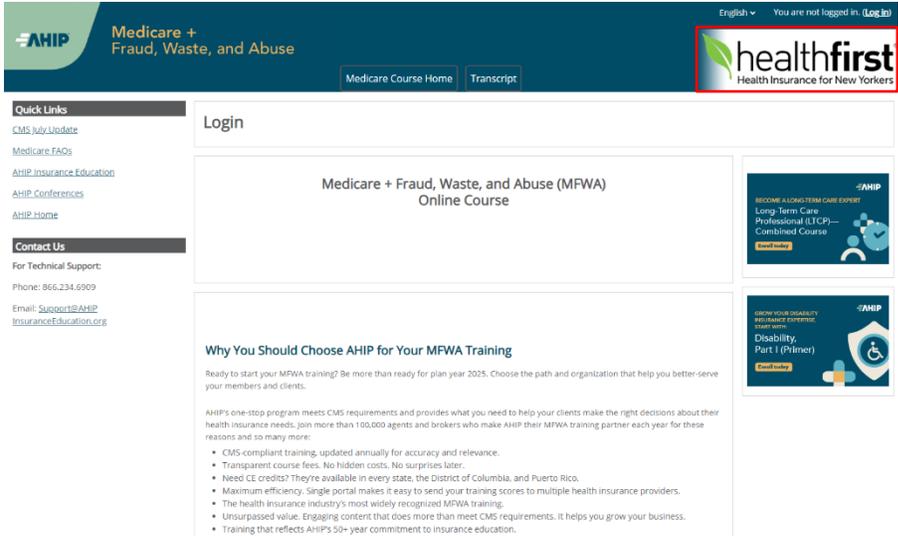
When should I use this QRG?

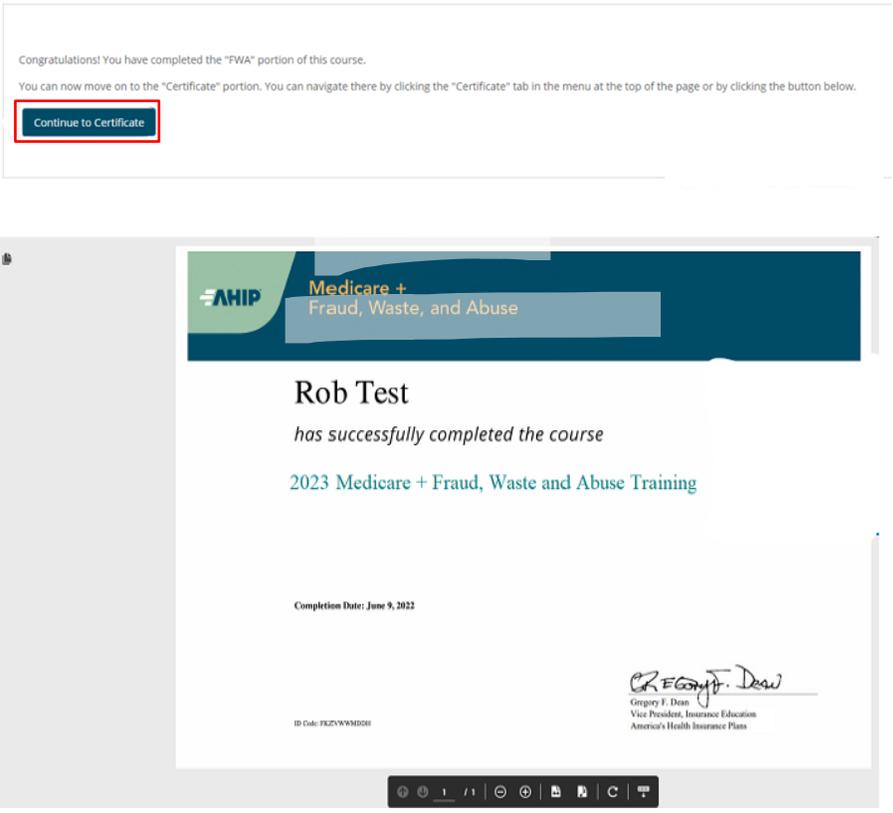
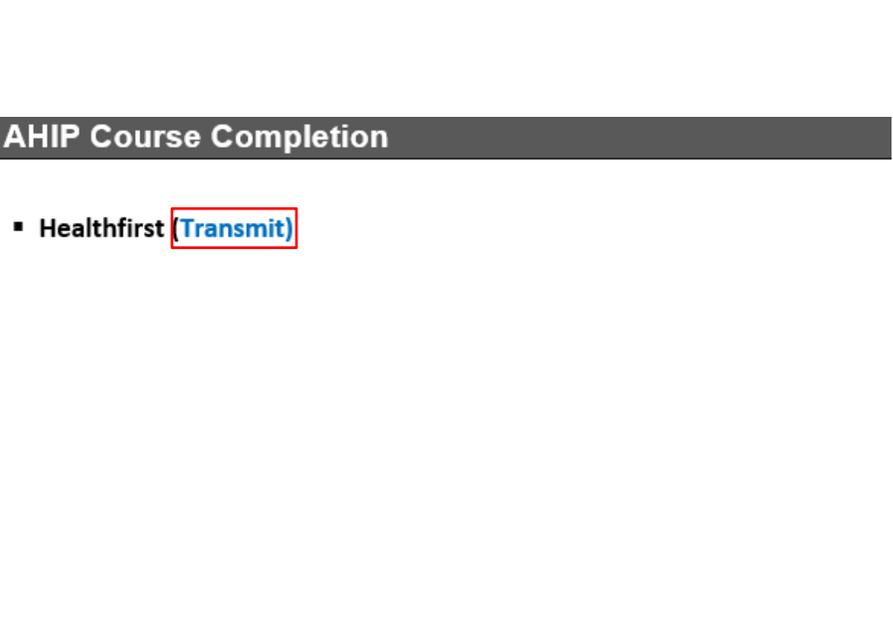
To submit AHIP Certification test results after they complete and pass successfully the AHIP training course.

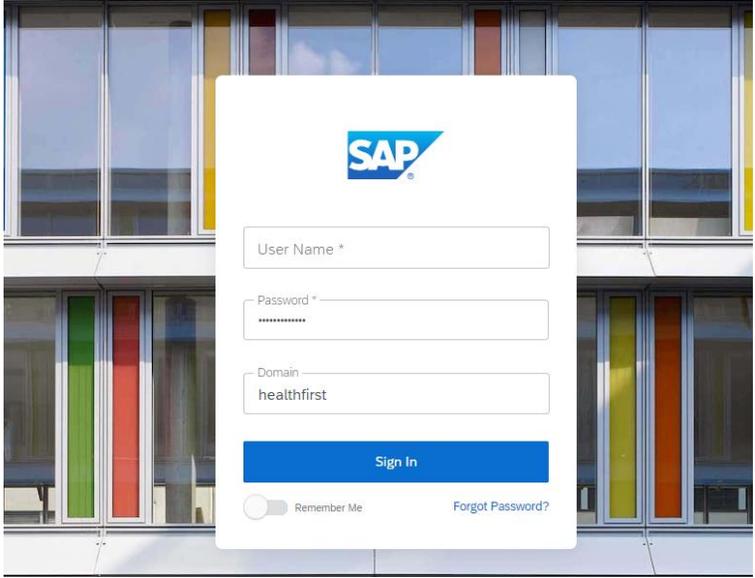
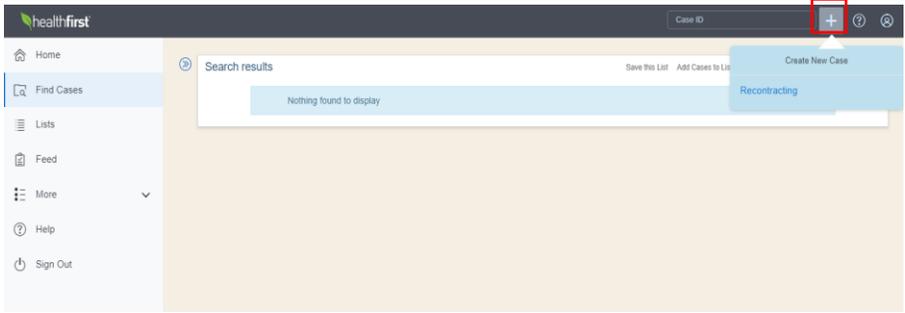
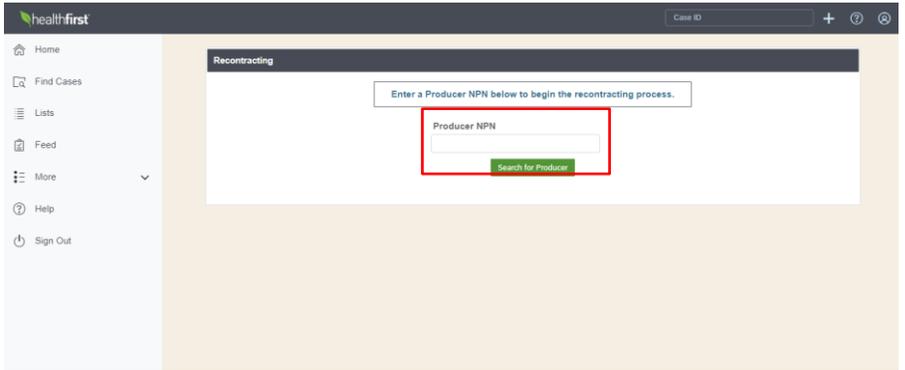
- Existing brokers can use this guide to review steps involved with the submission of their AHIP training test results to Healthfirst by leveraging the AHIP URL listed under step 1-3.
- Existing brokers can use this guide to review certification / education information they will need to submit during Healthfirst’s re-contracting process, steps 4-13.

Who should **not** use this QRG?

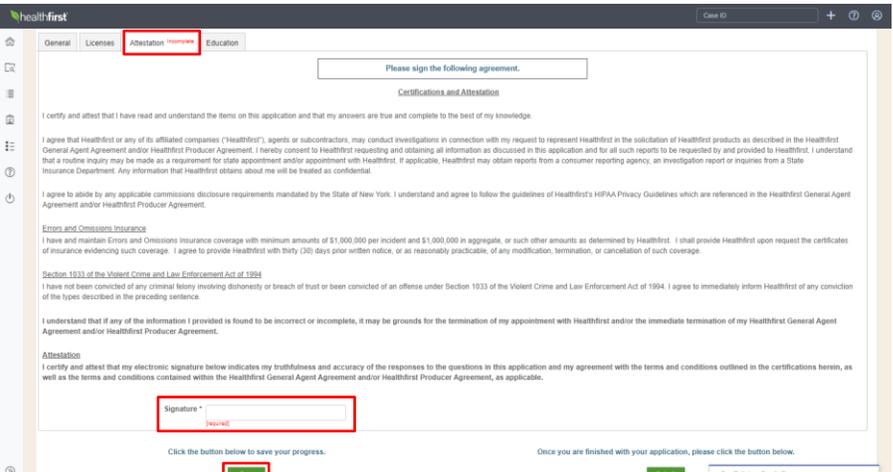
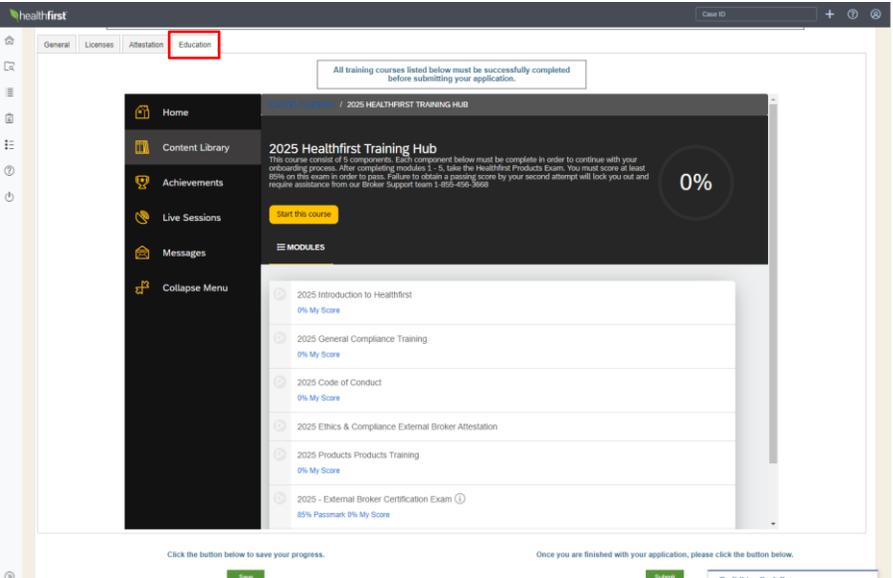
Brokers contracting with Healthfirst for the first time.

Step	Action	Screen Reference
1.	<p>Submission of AHIP test results to Healthfirst</p> <p>Brokers need to login to the AHIP website to complete the AHIP training certification. Brokers should use the custom AHIP URL to submit their test results to Healthfirst.</p> <p>https://www.ahipmedicaretraining.com/clients/healthfirstny</p>  <p>Brokers may login to AHIP by leveraging the above URL to submit their AHIP test results to Healthfirst if they completed their training through a different carrier’s AHIP’s URL or AHIP’s general URL.</p>	<p style="text-align: center;">Healthfirst custom AHIP URL</p> <p style="text-align: center;">https://www.ahipmedicaretraining.com/clients/healthfirstny</p> <p>Healthfirst’s custom AHIP URL displays Healthfirst logo on the top right corner of landing page</p> 

<p>2.</p> <p>Completion of AHIP training</p> <ul style="list-style-type: none"> Click on Continue to Certificate to access your certificate of completion for AHIP’s Medicare Training Choose to save or print your certificate for your own records. Healthfirst does not require a copy of your certificate if you complete step 3 of this QRG. 	
<p>3.</p> <p>Transmission of AHIP Test results to Healthfirst</p> <ul style="list-style-type: none"> Click “Transmit” to the right of Healthfirst to transmit your test results. Healthfirst will receive your certification information the next business day. <p>AHIP Technical Support Contact Information</p> <ul style="list-style-type: none"> Phone: 866.234.6909 Email: Support@AHIPInsuranceEducation.org 	

<p>4.</p>	<p>Processing of Healthfirst's Recontracting case</p> <p>Log into Workflow to complete re-contracting case. Use existing credentials.</p> <ul style="list-style-type: none"> • User Name: • Password: • Domain: <p> You may click on "Forgot password" to reset you existing Workflow account</p>	<p>Login into Recontracting application – Healthfirst Recontracting Process https://social.webcomserver.com/wpm/index.jsp</p> 
<p>5.</p>	<p>Recontracting Case Creation</p> <ul style="list-style-type: none"> • Click on plus sign symbol on the upper right corner of the screen. Click on Recontracting to create case. 	
<p>6.</p>	<p>Producer NPN</p> <ul style="list-style-type: none"> • Enter Agent or Agency NPN • Click on Search for producer to retrieve NPN details 	

<p>7.</p>	<p>Producer Lookup Information</p> <ul style="list-style-type: none"> Select the name and click on Submit 	
<p>8.</p>	<p>Recontract case is created</p> <ul style="list-style-type: none"> Click on Recontracting Case 	
<p>9.</p>	<p>General Tab - Demographic Information</p> <ul style="list-style-type: none"> Under the General tab, enter the required fields. Click on Save. 	
<p>10.</p>	<p>License Tab</p> <ul style="list-style-type: none"> Under the License tab, select the updated License details. Upload a copy of the license listed Click on Save. 	

<p>11.</p>	<p>Attestation Tab</p> <ul style="list-style-type: none"> Under the Attestation Tab, type your signature Click on Save. <p> Signature must be identical to the signature used in the General tab (case sensitive, must include Middle Name if applicable)</p>	
<p>12.</p>	<p>Education Tab</p> <ul style="list-style-type: none"> Under the Education Tab, click Start this course to begin 	
<p>13.</p>	<p>Complete Training course</p> <p> Complete all six modules with a passing grade of 85% or higher. Click 'Submit' button to finalize your results.</p> <p> A module is complete when green check mark appears next to the title. When all modules are complete, your progress bar will be 100%.</p> <p>After 2x failed attempts, remediation is required, kindly contact EmployerAndBrokerService@Healthfirst.org for assistance.</p>	