



A PERIODIC UPDATE FOR TAG'S CAREER AGENTS

OCTOBER 4, 2011

Faxing United Healthcare Secure Horizons MA Paper Applications

- 1.) Complete the application making sure it is legible. Do not leave any area on the application blank.
- 2.) Be sure the client has signed and correctly dated the application.
- 3.) FAX completed application to **336.474.8945**. TAG will electronically submit the paper application to Secure Horizons on behalf of the agent. FAX all applications individually with separate cover sheets for each application indicating agent name, client name and number of pages. When faxing the application, there is no need to mail in the paper application. The agent should keep the original for his or her records.
- 4.) Applications must be received within 48 hours of the date of the application.

Get Ready For
MA Season!

*United Healthcare's
Secure Horizons
Electronic Application
Procedures
Highlighted*

Submitting Electronic Applications Via Laptop With Signature Pad

- 1.) Download new applications and upload completed applications daily.
- 2.) Fill out the paper application but do not have the client sign the application.
- 3.) Enter data on the electronic application and have the client sign using the signature pad.
- 4.) Record the verification number from the electronic application onto the paper application.
- 5.) Leave the client their copy of the paper application and explain that they will receive a confirmation by mail.
- 6.) Use the paper copy to enter your sales production into TAG's agent web portal. *Note: Without a paper copy, the data is no longer available once the application is electronically filed.*

Opportunity is missed by most people because it is dressed in overalls and looks like work.

Thomas Edison

