

# Scope of Sales Appointment Confirmation Form

The Centers for Medicare and Medicaid Services requires Licensed Sales Representatives to document the scope of a marketing appointment prior to any face-to-face sales meeting to ensure understanding of what will be discussed between the Licensed Sales Representative and the Medicare beneficiary (or their authorized representative). All information provided on this form is confidential and should be completed by each person with Medicare or his/her authorized representative.

**Please initial below beside the type of product(s) you want the Licensed Sales Representative to discuss.**

(Refer to page 2 for product type descriptions)

- |  |   |
|--|---|
| <input type="checkbox"/> Stand-alone Medicare Prescription Drug Plans (Part D) | <input type="checkbox"/> Hospital Indemnity Products            |
| <input type="checkbox"/> Medicare Advantage Plans (Part C) and Cost Plans      | <input type="checkbox"/> Medicare Supplement (Medigap) Products |
| <input type="checkbox"/> Dental/Vision/Hearing Products                        |   |

**By signing this form, you agree to a meeting with a Licensed Sales Representative to discuss the types of products you initialed above.** Please note, the person who will discuss the products is either employed or contracted by a Medicare plan. They do not work directly for the Federal government. This individual may also be paid based on your enrollment in a plan.

Signing this form does NOT obligate you to enroll in a plan, affect your current enrollment, or enroll you in a Medicare plan.

**Beneficiary or Authorized Representative Signature and Signature Date:**

Signature	Signature Date
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**If you are the authorized representative, please sign above and print clearly and legibly below:**

Name (First_Last)	Relationship to Beneficiary
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**To be completed by Licensed Sales Representative** (please print clearly and legibly)

Licensed Sales Representative Name (First_Last)	Licensed Sales Representative Phone	Licensed Sales Representative ID
Beneficiary Name (First_Last)	Beneficiary Phone (Optional)	Date Appointment will be Completed

Beneficiary Address (Optional)

Initial Method of Contact	Plan(s) the Licensed Sales Representative will represent during the meeting
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Licensed Sales Representative Signature

Scope of appointment (SOA) is subject to CMS Record Retention Requirements

Licensed Sales Representative, if the form was not signed by the beneficiary prior to the appointment, provide explanation why SOA was not documented prior to meeting: **Please check all that apply**

- Unplanned Attendee     New SOA required (consumer requested other Health Product information)
- Walk-in     Other (please explain): \_\_\_\_\_

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Ready to ENROLL

<b>Fax to: 1-866-994-9659</b>
<b>Stand-alone Medicare Prescription Drug Plans (Part D)</b>
<b>Medicare Prescription Drug Plan (PDP)</b> – A stand-alone drug plan that adds prescription drug coverage to Original Medicare, some Medicare Cost Plans, some Medicare Private Fee-For-Service Plans, and Medicare Medical Savings Account Plans.
<b>Medicare Advantage Plans (Part C) and Cost Plans</b>
<b>Medicare Health Maintenance Organization (HMO)</b> – A Medicare Advantage Plan that provides all Original Medicare Part A and Part B health coverage and sometimes covers Part D prescription drug coverage. In most HMOs, you can only get your care from doctors or hospitals in the plan’s network (except in emergencies).
<b>Medicare HMO Point-of-Service (HMO-POS) Plans</b> – A Medicare Advantage Plan that provides all Original Medicare Part A and Part B health coverage and sometimes covers Part D prescription drug coverage. HMO-POS plans may allow you to get some services out of network for a higher copayment or coinsurance.
<b>Medicare Preferred Provider Organization (PPO) Plan</b> – A Medicare Advantage Plan that provides all Original Medicare Part A and Part B health coverage and sometimes covers Part D prescription drug coverage. PPOs have network doctors, providers and hospitals but you can also use out-of-network providers, usually at a higher cost.
<b>Medicare Private Fee-For-Service (PFFS) Plan</b> – A Medicare Advantage Plan in which you may go to any Medicare-approved doctor, hospital and provider that accepts the plan’s payment, terms and conditions and agrees to treat you – not all providers will. If you join a PFFS Plan that has a network, you can see any of the network providers who have agreed to always treat plan members. You will usually pay more to see out-of-network providers.
<b>Medicare Special Needs Plan (SNP)</b> – A Medicare Advantage Plan that has a benefit package designed for people with special health care needs. Examples of the specific groups served include people who have both Medicare and Medicaid, people who reside in nursing homes, and people who have certain chronic medical conditions.
<b>Medicare Medical Savings Account (MSA) Plan</b> – MSA Plans combine a high deductible health plan with a bank account. The plan deposits money from Medicare into the account. You can use it to pay your medical expenses until your deductible is met.
<b>Medicare Cost Plan</b> – In a Medicare Cost Plan, you can go to providers both in and out of network. If you get services outside of the plan’s network, your Medicare-covered services will be paid for under Original Medicare but you will be responsible for Medicare coinsurance and deductibles.
<b>Other Related Products</b>
<b>Dental/Vision/Hearing Products</b> – Plans offering additional benefits for consumers who are looking to cover needs for dental, vision, or hearing. These plans are not affiliated or connected to Medicare.
<b>Hospital Indemnity Products</b> – Plans offering additional benefits; payable to consumers based upon their medical utilization; sometimes used to defray co-pays/co-insurance. These plans are not affiliated or connected to Medicare.
<b>Medicare Supplement (Medigap) Products</b> – Insurance plans that help pay some of the out-of-pocket costs not paid by Original Medicare (Parts A and B) such as deductibles and co-insurance amounts for Medicare approved services.

Plans are insured through UnitedHealthcare Insurance Company or one of its affiliated companies, a Medicare Advantage organization with a Medicare contract and a Medicare-approved Part D sponsor. Enrollment in the plan depends on the plan’s contract renewal with Medicare.



# 2016 Enrollment Request Form

Please contact the Plan if you need this information in another language or format (Braille).

Please check the plan you want:

- AARP® MedicareRx Saver Plus (PDP) K**                       **AARP® MedicareRx Preferred (PDP) A**

This is a Part D plan. It's designed to help pay the cost of prescription drugs. **Note:** If you have a Medicare Advantage plan:

- You may already have drug coverage
- You will lose that plan automatically when you sign up for a Part D plan. This means you would lose your medical coverage. This will affect both your doctor and hospital coverage as well as your prescription drug coverage. Read the information that your Medicare Advantage Plan sends you and if you have questions, contact your Medicare Advantage Plan. If you have an MA-only PFFS plan, you may still enroll in a PDP and will not lose your MA-only PFFS plan.

If you currently have health coverage from an employer or union, joining this plan could affect your employer or union health benefits. You could lose your employer or union coverage if you join this plan. Read the communication your employer or union sends you. If you have questions, visit their website, or contact the office listed in their communications. If there isn't information on whom to contact, your benefits administrator or the office that answers questions about your coverage can help.

## Information about you.

Please type or print in black or blue ink.

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Initial
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Birth Date <b>MM / DD / YYYY</b>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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Main phone number (     )     –	Other phone number (     )     –
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Permanent street address (**a P.O. BOX IS NOT ALLOWED**)

City	County	State	ZIP
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Mailing address (Only if it's different from your permanent street address. You can give a P.O. box.)

City	County	State	ZIP
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Email Address

Enrollee name \_\_\_\_\_



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**Information about you.****Go green and save paper.**

- Check here to get your plan information delivered online. Please note: not everything is online yet, so you'll still get some materials in the mail. We'll let you know when a document is ready to view by sending you an email. To view your documents, just log in and register at [www.AARPMedicareRx.com](http://www.AARPMedicareRx.com). Want to go back to getting paper documents? You can change your delivery preferences at any time by logging in to your plan's website.

By registering for an online account, I understand I may receive emails about my plan and transactions such as claims and payment information, as well as news related to my specific conditions and therapies.

**Information about your Medicare**

Please use the information from your red, white and blue Medicare card. Remember, you need to have Medicare Part A or Part B (or both) to join this plan.

MEDICARE		HEALTH INSURANCE	
1-800-MEDICARE (1-800-633-4227)			
Name:	_____		
Medicare Claim Number	_____	Sex	_____
Is Entitled To	Effective Date		
HOSPITAL (Part A)	_____		
MEDICAL (Part B)	_____		

You can simply fill in the blanks so they match your card.

Or, you can attach a copy of the card or your letter from Social Security or the Railroad Retirement Board.

**How do you want to pay?**

You can pay your monthly premium (including any late enrollment penalty you may owe) by mail or from your bank account through Electronic Funds Transfer (EFT). You can also choose to pay your premium by automatic deduction from your Social Security or Railroad Retirement Board benefit check each month.

This plan has a premium (monthly payment). Please choose how you want to pay it. Note: If you have a late enrollment penalty (LEP), we'll add it to your premium.

If you don't choose an option, we'll send a bill each month to your mailing address.

 **I want to pay by mail.**

We'll send a bill to your mailing address each month.

 **I want to pay directly from my bank account.**

- Please attach a blank check from the account you'd like to use. Write "VOID" across the front. Please DO NOT send a deposit slip or money order.
- Please read the statement below.

My bank may pay my plan premium to UnitedHealthcare Insurance Company (UnitedHealthcare Insurance Company of New York for New York residents) (UHIC). My bank will pay the funds from my checking or savings account on or about the fifth of each month. If I choose to stop paying directly from my account, I will tell both UHIC and my bank. I will give them a reasonable amount of time to change my method of payment.

Enrollee name \_\_\_\_\_

**Account Type**  **Checking**  **Savings**

Account Holder Name: \_\_\_\_\_

Bank Routing Number

Bank Account Number

• Sign here: \_\_\_\_\_

**I want to pay from my Social Security or Railroad Retirement Board (RRB) check.**

We'll set it up. It may take a few months before payment starts, so the first payment may include more than one premium. In most cases, if Social Security or RRB accepts your request for automatic deduction, the first deduction from your Social Security or RRB benefit check will include all premiums due from your enrollment effective date up to the point withholding begins. If Social Security or RRB does not approve your request for automatic deduction, we will send you a paper bill for your monthly premiums.

**A few notes about your costs.**

**If you must pay a Part D-Income Related Monthly Adjustment Amount (Part D-IRMAA)**

Social Security (SS) will send you a letter and ask you how you want to pay it:

- You can pay it from your SS check
- Medicare can bill you
- The Railroad Retirement Board (RRB) can bill you

Please DO NOT pay the plan the Part D-IRMAA at this time.

**Need help with your prescription drug costs?**

If you have a limited income, you may be able to get Extra Help with your prescription drug costs. If you qualify, Medicare could pay for 75% or more of your costs, including monthly prescription drug premiums, annual deductibles, and co-insurance. Additionally, you won't have a coverage gap or late enrollment penalty. Many people are eligible for these savings and don't even know it. If you qualify for extra help with your Medicare prescription drug coverage costs, Medicare will pay all or part of your plan premium. If Medicare pays only part of your premium, we will bill you for the amount that Medicare doesn't cover.

For more information about this extra help, contact your local Social Security office, or call Social Security at 1-800-772-1213. TTY users should call 1-800-325-0778. You can also apply for extra help online at [www.socialsecurity.gov/prescriptionhelp](http://www.socialsecurity.gov/prescriptionhelp).

**A few questions to help us manage your plan.**

**1. Do you want plan information in another language or format?**  Yes  No

Please check what you'd like:  Spanish  Chinese  Other

If you don't see the language or format you want, please call us at 1-888-867-5564, (TTY 711) during 8 a.m. to 8 p.m. local time, 7 days a week. Or visit [www.AARPMedicareRx.com](http://www.AARPMedicareRx.com) for online help.

Enrollee name \_\_\_\_\_

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**2. Do you live in a nursing home or a long-term care facility?** Yes  No

If yes, please give us:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Phone Number (       ) - \_\_\_\_\_

Date you moved there **M M / D D / Y Y Y Y****3. Do you have other insurance that will cover your prescription drugs?** Yes  No

Examples: Other private insurance, TRICARE, Federal employee coverage, VA benefits, or state programs.

If yes, what is it?

Name of other insurance \_\_\_\_\_

Member ID number \_\_\_\_\_

Group ID number \_\_\_\_\_

Date plan started

**M M / D D / Y Y Y Y****Please read and sign****By completing this form, I agree to the following:**

- This is a Medicare Prescription Drug plan. It has a contract with the federal government. This Prescription Drug coverage is in addition to Original Medicare. This is not a Medicare Supplement plan.
- I need to keep my Medicare Parts A or B. I must keep paying my Part B premium if I have one, unless Medicaid or someone else pays for it.
- I can only be in one Medicare prescription drug plan at time-if I am currently in a Medicare Prescription Drug Plan, my enrollment in this plan will end that enrollment.
- If I have prescription drug coverage now or if I get it from somewhere else later, I will tell the plan.
- I understand that I am joining the plan for the entire calendar year. If I want to change plans, I'll need to do so between October 15 and December 7. This is the Open Enrollment Period for Medicare Advantage **and** Medicare prescription drug coverage. I understand that there may be special situations at other times during the year in which I can leave the plan.
- This plan covers a specific area. If I plan to move out of the area, I will call my plan to switch to a plan in the new area. Medicare may not cover me when I'm out of the country. However, I have some limited coverage near the U.S. border. I understand that if I leave this plan and don't have or get other Medicare prescription drug coverage or creditable prescription drug coverage (as good as Medicare's), I may have to pay a late enrollment penalty in addition to my premium for Medicare prescription drug coverage in the future.
- I will get a Welcome Guide with an Evidence of Coverage (EOC). (The EOC is also known as a member contract or subscriber agreement.) The EOC will list services the plan covers, as well as the plan's terms and conditions. The plan will cover services it approves, as well as services listed in the EOC. If a service isn't listed in the EOC or approved by the plan, Medicare and the plan won't pay for it. If I disagree with how the plan covers my care, I have the right to make an appeal.
- I understand I must use network pharmacies except in an emergency. I have the right to make an appeal if I disagree with how the plan covers or pays for services.
- My plan will give my information, including my prescription drug event data, to Medicare and other plans when needed for treatment, payment and health care operations. Medicare uses the information to

Enrollee name \_\_\_\_\_

understand how my care was handled or billed. Other plans may need my information when they help pay for my care. Medicare may also give my information for research and other purposes. All federal laws and rules protecting my privacy will be followed.

- I understand that my state may offer help and advice with Medicare supplement insurance or other Medicare Advantage or Prescription Drug Plan options, medical assistance through the state Medicaid program, and the Medicare Savings Program.
- If I get help from a sales agent, broker or someone who has a contract with the plan, the plan may pay that person for this help.
- The information on this form is correct, to the best of my knowledge. I understand that if I put information on this form that I know is not true, I will lose the plan.

**When I sign below, it means that I have read and understand the information on this form.**

If I sign as an authorized representative, it means that I have the legal right under state law to sign. I can show written proof of this right if Medicare asks for it.

Signature of applicant / member / authorized representative:

Today's date:   M  M  /  D  D  /  Y  Y  Y  Y  

**If you are the authorized representative, please sign above and complete the information below.**

Last Name		First Name	
Address			
City		State	ZIP Code
Phone Number (     )     -		Relationship to Applicant	

**For licensed sales representative/agency use only.**

<input type="checkbox"/> New Member	Employer Group Name		
<input type="checkbox"/> Plan Change			
Employer Group ID	<input type="text"/>	Branch ID	<input type="text"/>
Where did this application originate?			
<input type="checkbox"/> Retail/Mall Program	<input type="checkbox"/> Local Event Outreach	<input type="checkbox"/> Local B2B Outreach	
<input type="checkbox"/> Member Meeting	<input type="checkbox"/> Community Meeting	<input type="checkbox"/> Other	
How was this application submitted?			
<input type="checkbox"/> Appointment	<input type="checkbox"/> Other	<input type="checkbox"/> Mail In	

Enrollee name \_\_\_\_\_

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Licensed Sales Representative/Writing ID	Initial Receipt Date M M / D D / Y Y Y Y
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Licensed Sales Representative/Agent Name	Proposed Effective Date M M / D D / Y Y Y Y
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Licensed Sales Representative Phone Number (       )       -

**Agent must complete**

- AEP                                       IEP                                       IEP 2
- SEP (Institutional)                       SEP (Dual Eligible)                       SEP - GEP Part B
- SEP (SEP Reason) \_\_\_\_\_                       SEP Eligibility Date M M / D D / Y Y Y Y

Licensed Sales Representative Signature (required)

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Plans are insured through UnitedHealthcare Insurance Company or one of its affiliated companies, a Medicare-approved Part D sponsor. Enrollment in the plan depends on the plan’s contract renewal with Medicare. UnitedHealthcare Insurance Company pays royalty fees to AARP for the use of its intellectual property. These fees are used for the general purposes of AARP. AARP and its affiliates are not insurers. You do not need to be an AARP member to enroll. AARP encourages you to consider your needs when selecting products and does not make specific product recommendations for individuals.

This information is available for free in other languages. Please call our customer service number at 1-888-867-5564, TTY 711, 8 a.m. to 8 p.m. local time, 7 days a week.

Esta información está disponible sin costo en otros idiomas. Comuníquese con nuestro Servicio al Cliente al número 1-888-867-5564, TTY 711, de 8 a.m. – 8 p.m. hora local, los 7 días de la semana.

本資訊也有其他語言的免費版本。請撥打1-888-867-5564, 聯絡我們的客戶服務部, 聽語障專線711, 每週7天, 當地時間上午8時至晚上8時