



AHIP Certification is LIVE and Available to External Agents as of **12 NOON CST**

Who:

External agents are now able to send their certification completion to United HealthCare Insurance Company and its affiliates (“United”).

What:

AHIP stands for America’s Health Insurance Plans. AHIP works with CMS and other health insurance carriers to administer CMS-approved certification training. AHIP’s five modules combined with *Pledge of Compliance* and *Ethics and Consumer Sensitivity* will satisfy certification for United.

If you wish to sell any of the following, you must complete the corresponding modules as outlined in LearnShare in addition to the AHIP requirement.

Medicare Dual Special Needs Plans (SNP)
Medicare Chronic Special Needs Plans (SNP)
Medicare Supplement Plans
Medicare Private-Fee-For-Service Plans (PFFS)
AARP® Medicare Advantage Prescription Drug (MAPD) or Prescription Drug Plan (PDP)
AARP® Medicare Supplement Insurance Plans
AARP® 50-64 Indemnity Plans
AARP® Introduction
Long Term Care Plans

When:

Effective at 12:00 p.m. November 1, 2008, agents can access the LearnShare AHIP link.

How:

If you have already passed the AHIP certification with another carrier, you may log into LearnShare and click on the AHIP certification link. Once you have logged in and filled out your United profile, you can submit your completion scores. This will satisfy Medicare Basics, Part D and Medicare Advantage Plans United certification modules. For certification with United, you will still need to take *Pledge of Compliance* and *Ethics and Consumer Sensitivity*.

If you need to certify, log into LearnShare and access the AHIP link. Take the five AHIP modules. Once you have passed at 90% or above in three attempts or less, you can submit your scores to United. Return to LearnShare and take *Pledge of Compliance* and *Ethics and Consumer Sensitivity*.

To **start now**, follow the instructions below.

Agents/brokers will access the United-specific URL www.medicareonlinetraining.com/UnitedHealthGroup directly via the link being sent via email, or, it may be accessed from a United Web site or portal such as the Learning Management System. The site will be branded with the United logo and will contain additional registration fields to ensure user records update correctly:

Enter your:

- Writing number
- Party ID (to be used as the unique identifier)

Both of these fields will be required on the registration page. Existing users will need to update their profiles to ensure these fields are completed prior to sending data back to United.

New Users

New users can register and purchase the AHIP training through the United-specific URL using the following process:

Go to www.medicareonlinetraining.com/UnitedHealthGroup.

- ✓ Click on “To register for this course, click here.”
- ✓ Complete the AHIP registration and purchase at the discounted United rate (\$100).
- ✓ Log into the AHIP site.
- ✓ Complete the five modules.
 - Final Exam cannot be accessed before all five modules are complete.
- ✓ Click on Medicare Final Exam.
- ✓ Choose to take Final with or without CE credits.
- ✓ If CE credits are desired, select the state(s) requested and fulfill all the state requirements in addition to the Final Exam.
 - Additional fees apply for CE credits and vary by state.
- ✓ After successful completion of the Final Exam, click on “Transcript” on the left.
- ✓ This will show the user’s attempts and scores at the final exam.
- ✓ Click on the link “Click here to send your completion to United”.
- ✓ This will send the completion information via the return URL provided by United.

Existing AHIP Users

Users who have already completed the AHIP training and want to have their completion sent to United can do so by using the following process:

Go to www.medicareonlinetraining.com/UnitedHealthGroup.

- ✓ Log into the AHIP site (with existing registration – do not create new registration).
- ✓ Click on “Profile” on the left.
- ✓ Update profile information with United information.
- ✓ Party ID
- ✓ Writing Number
- ✓ Click Save User Information to update the profile.
- ✓ Click on the link Click Here to Send Your Completion to United.
- ✓ If the user does not update his/her profile, completion information will not be sent.