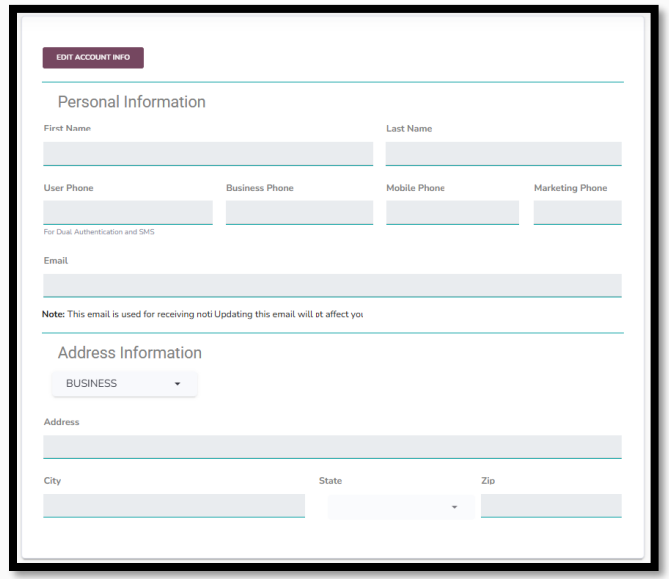
Evolve HCS Module – Transfers (Brokers)

MOLINA HEALTHCARE

MOLINA HEALTHCARE

Dashboard
Statements
Book of Business
Medicare App Status
Docs & Resources
My Credentials
My Account
Account Info
My Hierarchy Info
Medicare Training
ID Cards & PCP Changes
Workflows

Account Info



[Account Info](#) section under **My Account** will allow Brokers to update their personal information, Business, Home and Shipping Address

Click **Edit Account Info** to make edits and click **Save** to capture any edits made.

[My Hierarchy Info](#) section under **My Account** will display one level of hierarchy between the agency and agent

My Hierarchy Info

NAVIGATION
Dashboard
Statements
Book of Business
Medicare App Status
Docs & Resources
My Credentials
My Account
Account Info
My Hierarchy Info
Medicare Training
ID Cards & PCP Changes
Workflows
Member Eligibility

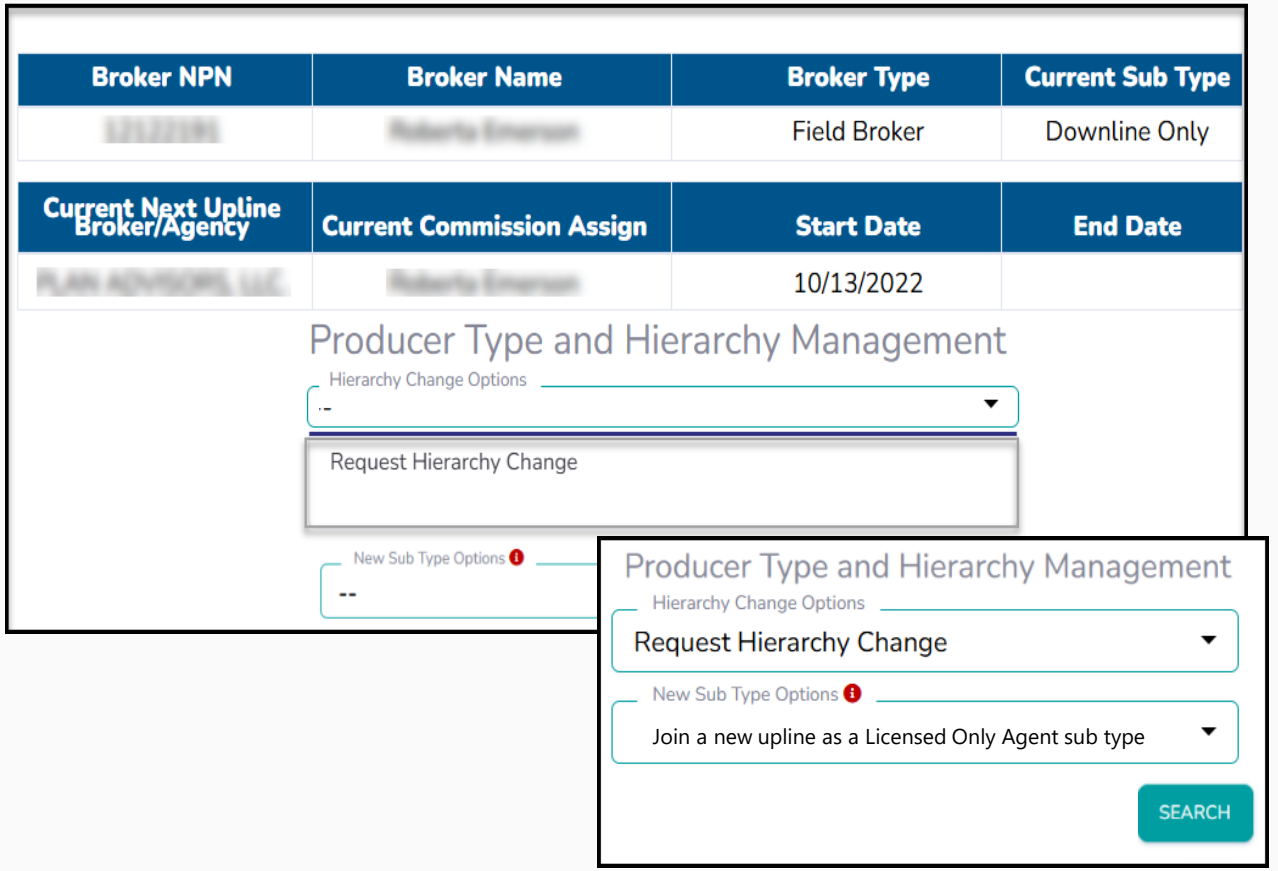
The **My Hierarchy Info** page provides details about the broker's current contracting and hierarchy structure. It also includes historical data, showing previous assignments by Line of Business and their associated effective dates.

Brokers can submit requests to update their Hierarchy and/or assigned Sub Types directly from this page by clicking **Change**.

	LOB	Broker	NPN	Start Date	End Date	Sales Level	Upline Name	Assigned Comp Name	Sub Type	Broker Type
CHANGE	Medicare Advantage	[redacted]	[redacted]	10/13/2022		01 - Agent	[redacted]	[redacted]	Downline Only	Field Broker
CHANGE	ACA	[redacted]	[redacted]	01/21/2022		01 - Agent	[redacted]	[redacted]	Licensed Only Agent	Field Broker
	Medicare Advantage	[redacted]	[redacted]	02/01/2018	01/02/2019	01 - Agent	[redacted]	[redacted]	Dual Assignment	Field Broker
	Medicare Advantage	[redacted]	[redacted]	10/03/2017	01/31/2018	01 - Agent	[redacted]	[redacted]	Dual Assignment	Field Broker

NAVIGATION
Dashboard
Statements
Book of Business
Medicare App Status
Docs & Resources
My Credentials
My Account
Account Info
My Hierarchy Info
Medicare Training
ID Cards & PCP Changes
Workflows
Member Eligibility

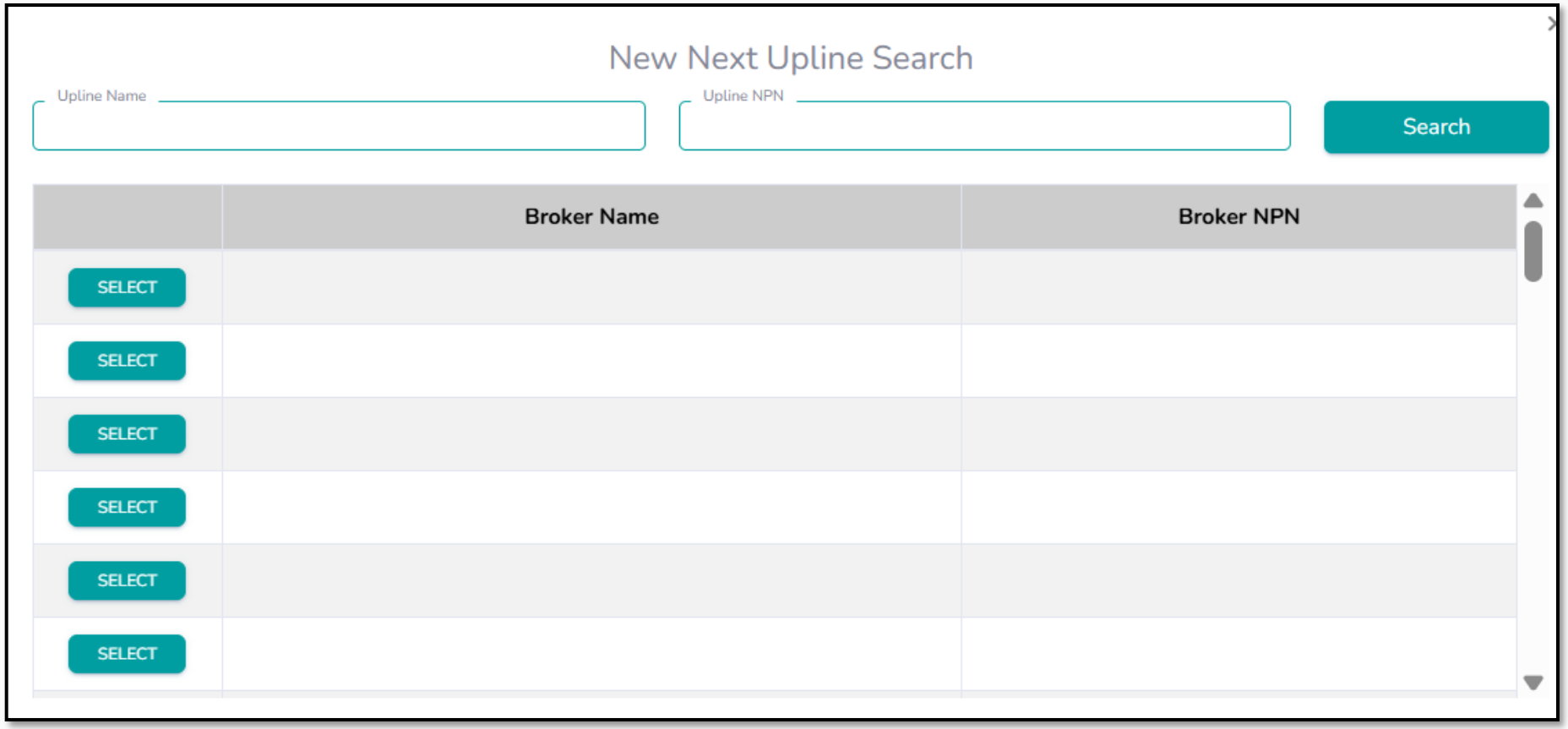
Select the appropriate change request from the **Hierarchy Change Options,** then select a **New Sub Type Options**, then **Search**.



Hierarchy Change Option	New Sub Type Options	Next Step…
Request Hierarchy Change	Join a new upline as a **Licensed Only Agent** sub type	Search for Next Upline

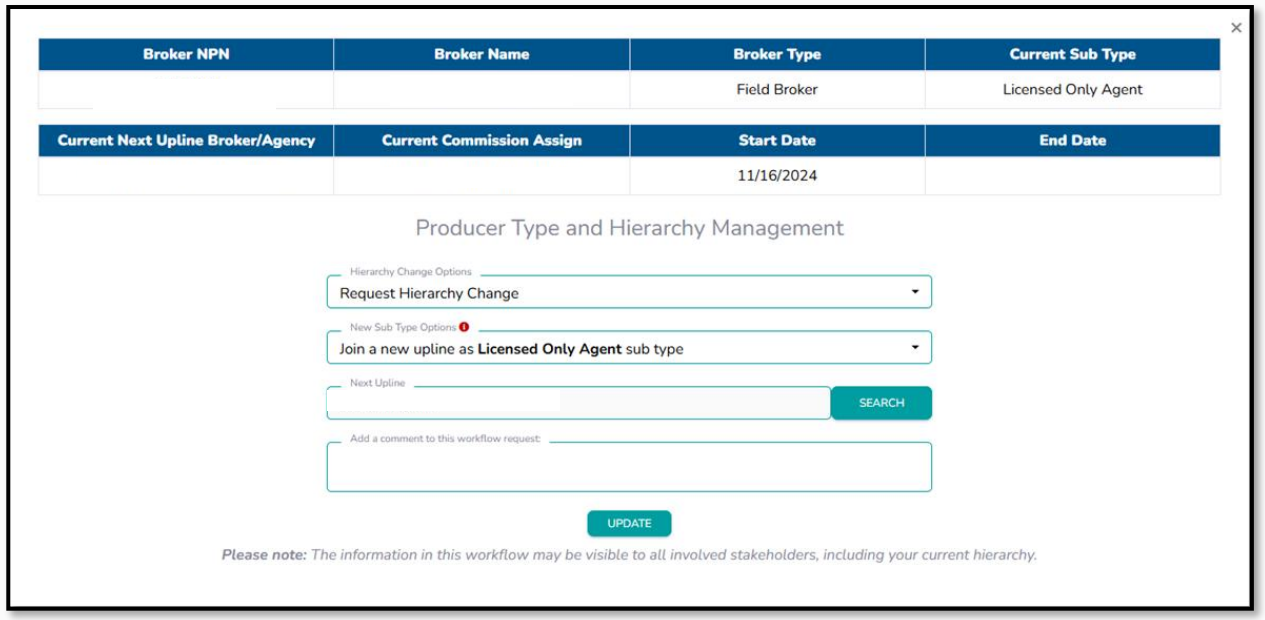
NAVIGATION
Dashboard
Statements
Book of Business
Medicare App Status
Docs & Resources
My Credentials
My Account
Account Info
My Hierarchy Info
Medicare Training
ID Cards & PCP Changes
Workflows
Member Eligibility

This screen appears – click **Search** again and it will give a list of Upline Names and NPN's



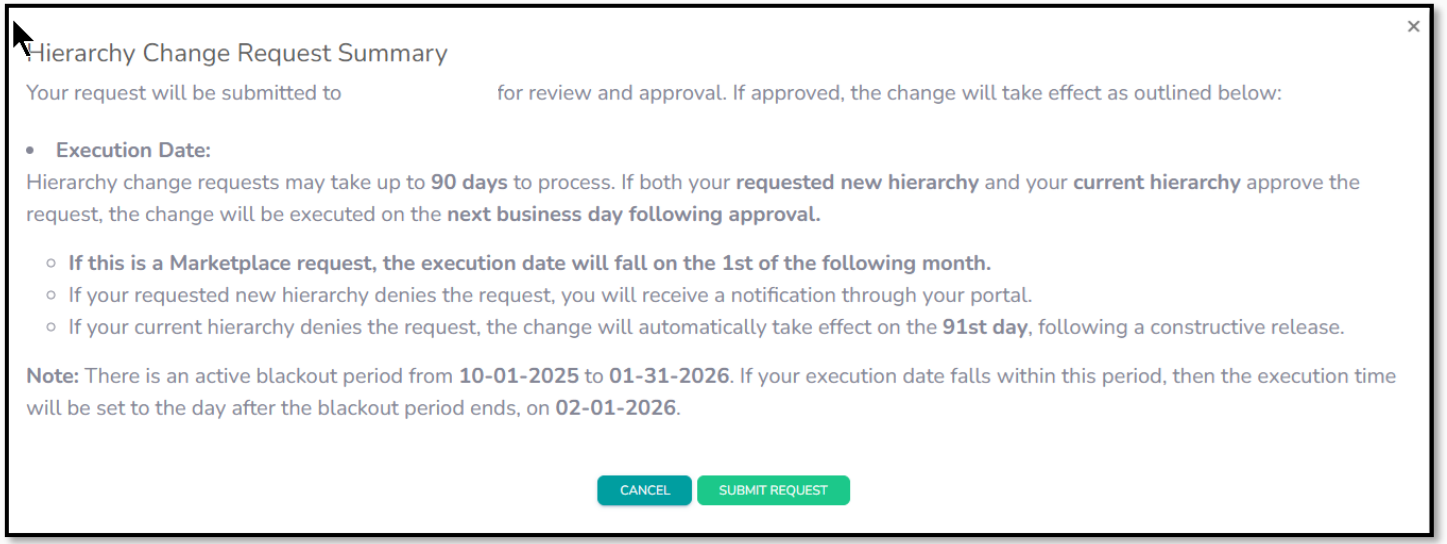
From the list **Select** the Next Upline

NAVIGATION
Dashboard
Statements
Book of Business
Medicare App Status
Docs & Resources
My Credentials
My Account
Account Info
My Hierarchy Info
Medicare Training
ID Cards & PCP Changes
Workflows
Member Eligibility



Add comments if applicable then click **Update**

Review processing and timeframe summary then **Submit Request**

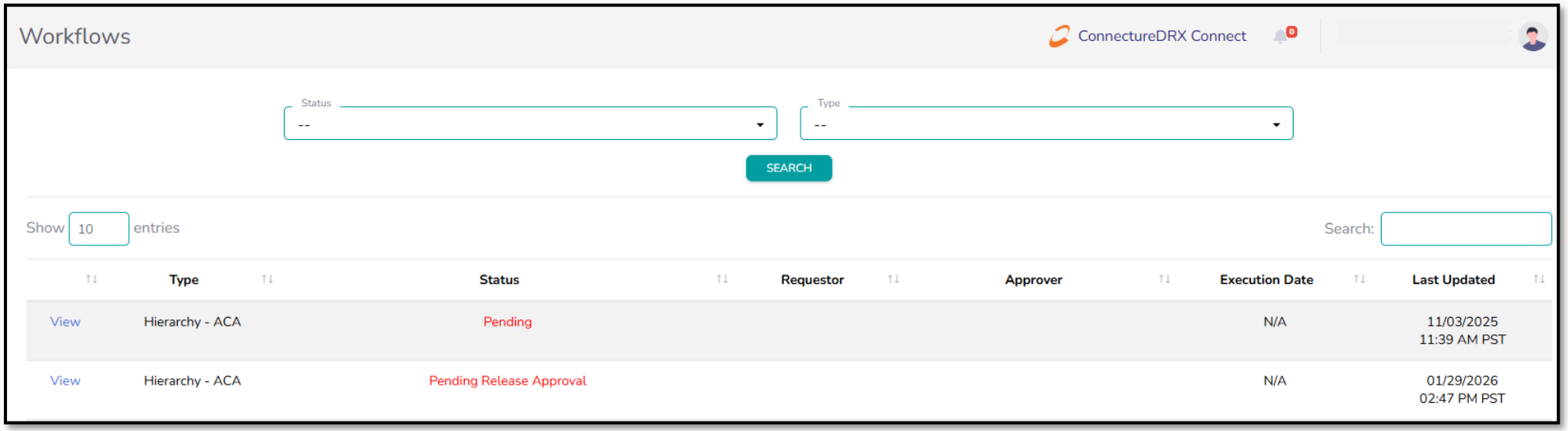


Workflows

You will be notified with an alert next to **Workflow** menu option

Workflows by default it will be sorted by **Status**
(Pending, Denied, Approved) related to your Hierarchy Change Request

Use the **Status** and **Type** dropdown filters or **Search** to narrow down results.



Submitted request now shows **Pending Release Approval**