BSC Medicare Product Online Certification – Broker Profile Update

General Information

Purpose

This document provides instructions on how to request a profile update to change contact information and/or agency affiliation

Audience

The target audience for this document includes:

Brokers

Applications used

BSC Medicare Product Online Certification

Access the Request Form

After logging into the certification site, click the link on the right side of the homepage:

blue of california

Medicare Product Online Certification

WELCOME!

Thank you for your interest in selling Blue Shield of California's MAPD and/or PDP plans!

Before getting started, you must have already completed and transmitted the AHIP Medicare Compliance certification to BSC.

If you're ready, please continue through the steps below

If you have questions or are experiencing any problems with the site, please email us at MedicareBroker@blueshieldca.com.

This page is best viewed in 1920x1080 resolution. If your resolution is smaller, you may need to scroll to see some functions.

STEP 1: AGREEMENTS

Please read through the amendment document and complete the questionnaire that follows.

This is a pre-requisite for access to the certification exam.



STEP 2: TRAINING COURSE

This training presentation will help you understand the basics of Medicare Advantage Prescription Drug (MAPD) plans



REQUEST PROFILE UPDATES

Use the following form to place a request for changing your contact information and/or Agency affiliation.

If you are brand new to selling for BSC, use the form to submit your Agency affiliation (must be contracted with BSC).

https://forms.office.com/r/iZiVirT7Gz

How to verify your information:

To view your contact details

- Click the portrait button in the top right
 Click the portrait button again that appears

To view your primary Agency (Organization):

• Check your Certification History in Step 4.

We are working on a way to enable you to see your secondary agency.

Fill Out the Request Form

Complete the required fields: Name, NPN, Email.

Complete the fields you wish to update. Leave any fields that are unchanging blank.

In field 5 input AGA & our TIN (330961867) in field 6.

5. New Primary Agency Name Enter your answer 6. New Primary Agency Tax ID (Optional) The value must be a number 7. Previous Secondary Agency Name If you are able to recall. Enter your answer 8. New Secondary Agency Name Enter your answer	4. Previous Primary Agen	icy Name
6. New Primary Agency Tax ID (Optional) The value must be a number 7. Previous Secondary Agency Name If you are able to recall. Enter your answer 8. New Secondary Agency Name Enter your answer 9. New Secondary Agency Tax ID (Optional)	Enter your answer	
6. New Primary Agency Tax ID (Optional) The value must be a number 7. Previous Secondary Agency Name If you are able to recall. Enter your answer 8. New Secondary Agency Name Enter your answer 9. New Secondary Agency Tax ID (Optional)		
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7. Previous Secondary Agency Name If you are able to recall. Enter your answer 8. New Secondary Agency Name Enter your answer 9. New Secondary Agency Tax ID (Optional)	Enter your answer	
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8. New Secondary Agency Name Enter your answer 9. New Secondary Agency Tax ID (Optional)	The value must be a r	number
8. New Secondary Agency Name Enter your answer 9. New Secondary Agency Tax ID (Optional)		gency Name
9. New Secondary Agency Tax ID (Optional)	Enter your answer	
9. New Secondary Agency Tax ID (Optional)	8. New Secondary Agend	zy Name
	Enter your answer	
Enter your answer	9. New Secondary Agend	ry Tax ID (Optional)
	Enter your answer	

<Click> "Submit" at the bottom of the form.

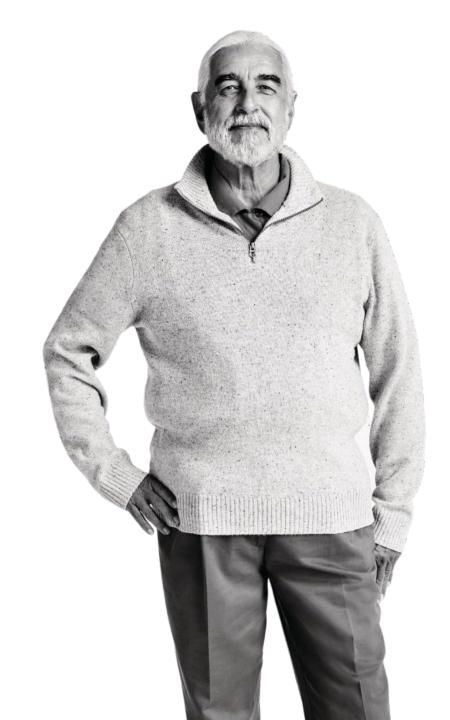


Broker Certification Site

Begin

April 06, 2023

Y0118_23_228A_C 05102023



Overview

- Agents must be certified each year to sell Blue Shield of California MAPD & PDP plans and be individually appointed by Blue Shield or endorsed by an Agency appointed by Blue Shield to receive renewal commissions. MAPD and PDP plan commissions are subject to CMS guidelines, which are subject to change.
- The Blue Shield of California Plan Medicare Online Certification site makes it simple to register and take the certification. You are allowed 4 attempts to pass the assessment before you are locked out of the system.
- Agents must pass the Certification assessment.
- Agents <u>must</u> be appointed or must be affiliated with an appointed agency in addition to completing the Certification.

Don't forget:

 You're required to pass both the AHIP Certification and Blue Shield's 2024 product-specific training to be ready to sell. What's Changing AHIP Logging In to the Certification Site Who to Contact

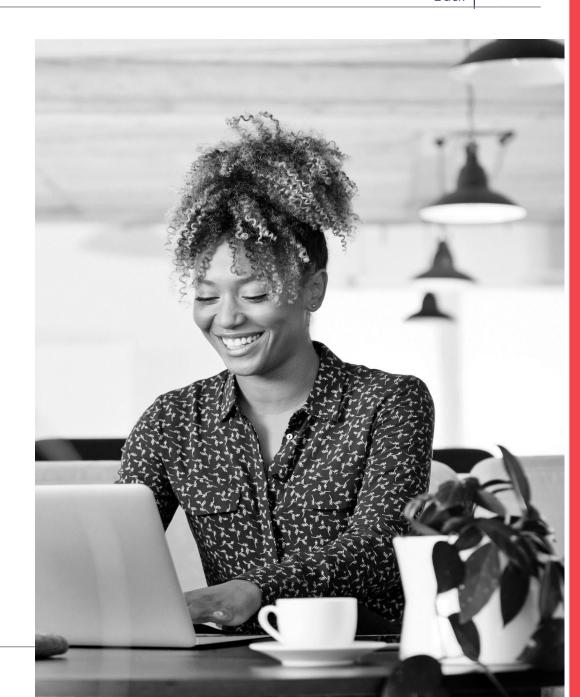


What's Changing?

Begin

What's Changing

- Moving the Certification Site to a new platform
 - Seamless transition from Broker Connection (same navigation)
 - Easy login via single sign-on (SSO)
 (no extra passwords or IDs to remember)
 - For non-appointed or non-endorsed brokers who are not registered with Broker Connection, there is a traditional ID & password fields.
- New look of the Certification Site
 - Easy to navigate & use
 - Quick to access certification materials (exam, eCourse)



What's Changing AHIP Logging In to the Certification Site Who to Contact



AHIP Completion

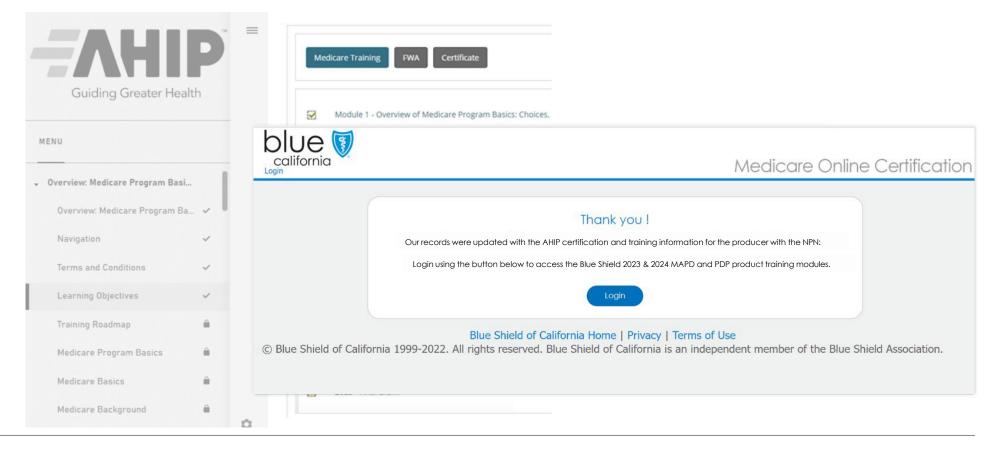
Begin

AHIP

Click here to be taken to the AHIP Training Producers site.

Follow the steps below to complete your AHIP and Blue Shield Certifications:

- 1. Pass the AHIP Annual Training.
- 2. Transmit your results to Blue Shield.



What's Changing AHIP Logging In to the Certification Site Who to Contact



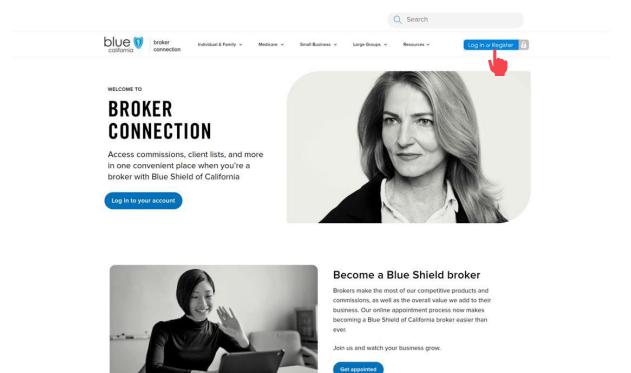
Logging in to the Certification Site

Begin

Login from Broker Connection Site

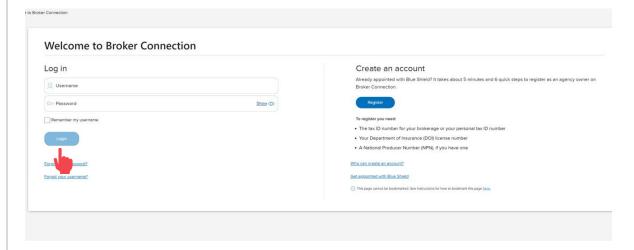
Step 1:

Navigate to the Broker Connection site and click Log In or Register



Step 2:

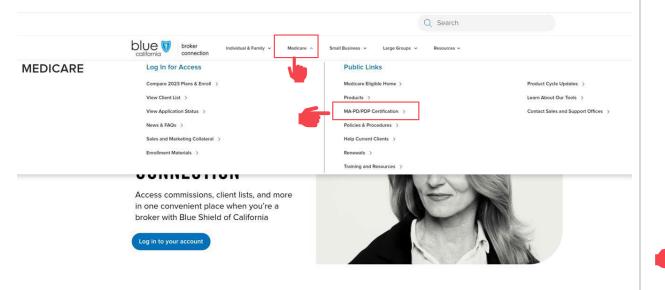
Enter credentials and click Login



Login from Broker Connection Site

Step 3:

Click the Medicare dropdown menu and click MA-PD/PDP Certification





Become a Blue Shield broker

Brokers make the most of our competitive products and commissions, as well as the overall value we add to their business. Our online appointment process now makes becoming a Blue Shield of California broker easier than

Step 4:

Login to the Blue Shield Broker Portal to begin the product certification

MA-PD and PDP certification

To sell Medicare Advantage Prescription Drug (MA-PD) and Prescription Drug (PDP) plans, agents need to complete their America's Health Insurance Plans (AHIP) certification. Insurers require AHIP certification to ensure that broker and agents are compliant with the Centers for Medicare & Medicaid Services (CMS) guidelines and regulations.

Per CMS guidelines, all independent agents who contact Medicare beneficiaries about MA-PD or PDP products must be trained and tested on Medicare compliance, specific health plan benefits and procedures, and CMS marketing requirements.

If you were certified last year, you must renew your certification again this year prior to January 1 of the new year in order to receive renewal commission on your active book of business. To sell Blue Shield MA-PD or PDP products, you must be AHIP-certified and Blue Shield product-certified. If you are not certified to sell Blue Shield's MA-PD or PDP plans, we cannot, by law, pay you commissions on that business.

Steps to complete your annual AHIP and Blue Shield Product Certification

Step 1: Complete AHIP certification

- 1. Log in to the AHIP site through the Blue Shield of California link
- 2. Complete all certification modules and quizzes. This will include a section on Fraud, Waste, and Abuse.
- 3. After completing the quiz, transmit your results directly to Blue Shield by clicking the button at the bottom of the page 4. You will receive an email from Blue Shield or Shield Learns with your account details and instructions on how to log in to the Blue Shield product certification site

To receive a discounted rate of \$125, you must use our AHIP certification link as provided above. You must complete your AHIP certification and transmit your results to Blue Shield before moving on to Step 2.

Step 2: Complete Blue Shield Broker product certification

1. Access the Medicare Product Online Certification site using one of two options:

Blue Shield Broker

Log into the Blue Shield Broker portal using your Blue Shield Broker account. (If you don't have a Blue Shield Broker account, you can create one).

If you are unable to obtain a Blue Shield Broker account, you can log in to the Shield Learns portal. Check your email for a message from Shield Learns for your account information. Your username is your National Producer Number (NPN), If you do not have a password, use the "Forgot your

2. Complete the MA-PD/PDP product certification. You'll have 4 attempts to pass. To pass, you'll need a score of 85% or higher.



Certification Site Navigation

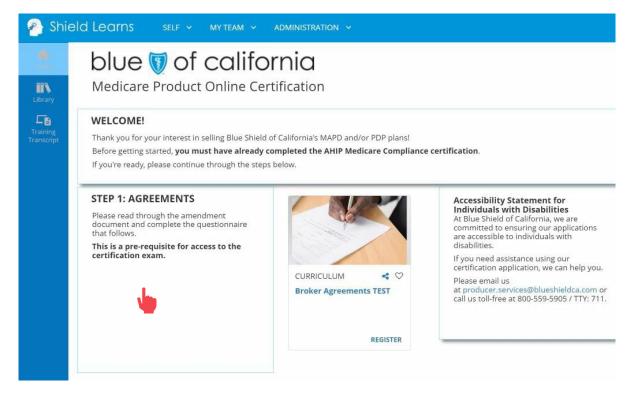
- ☐ Agreements
- ☐ Training Course
- ☐ Certification Exam
- ☐ Certification History

Begin

Agreements

Step 5:

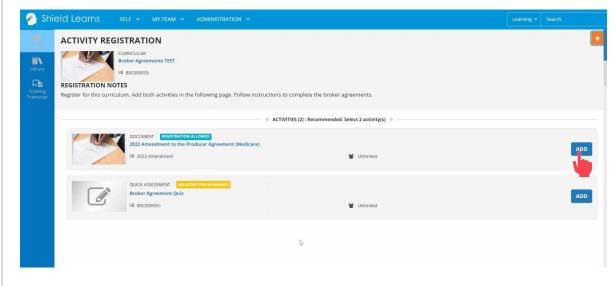
Register for Step 1: Agreements



NOTE: You are required to agree to the Medicare Amendment before completing the Medicare Certification.

Step 6:

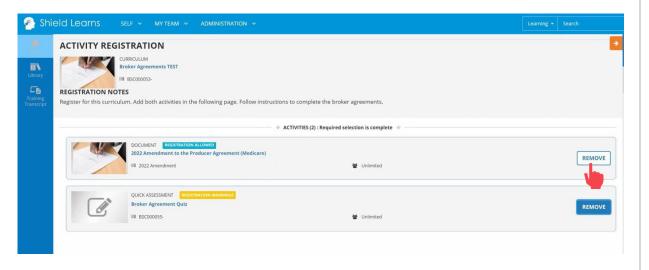
Add Amendment to the Producer Agreement (Medicare)



Agreements

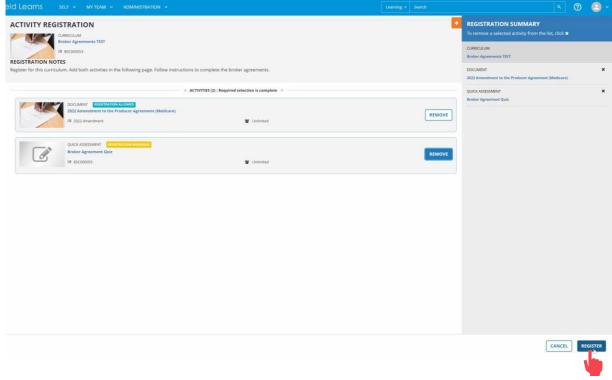
Step 7:

Add Broker Agreement Attestation



Step 8:

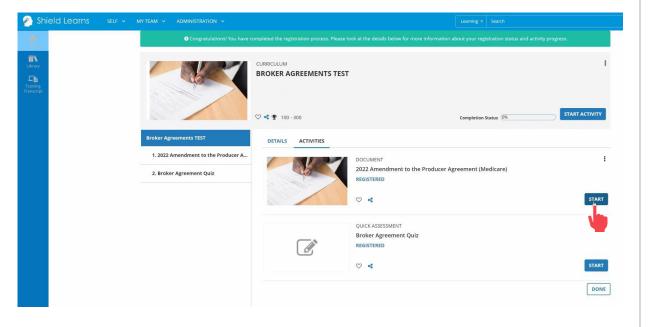
Click the Register button



Agreements

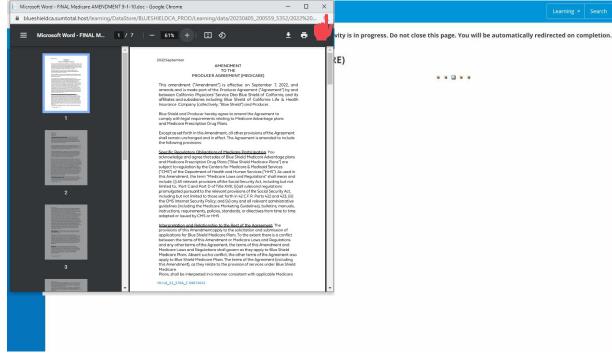
Step 9:

Start the Amendment to the Producer Agreement (Medicare)



Step 10:

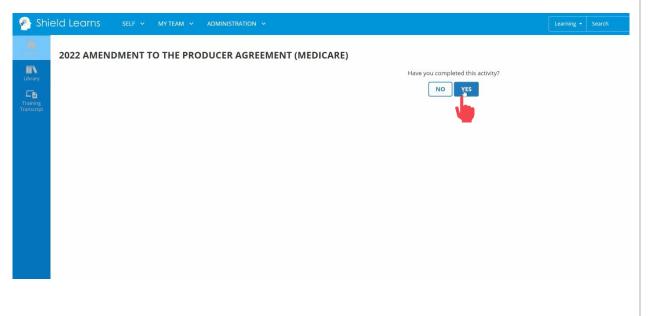
Review the Amendment and close the window when done.



Agreements

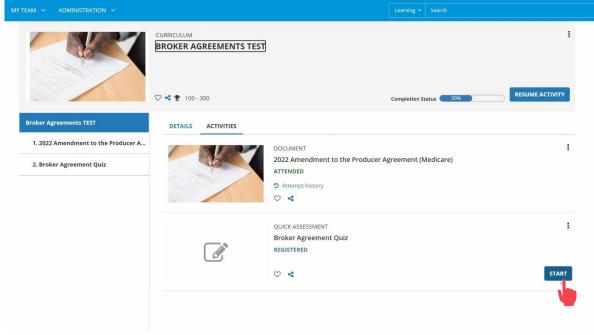
Step 11:

Select Yes to indicate that you have finished reviewing the document.



Step 12:

Start the Broker Agreement Attestation.



Agreements

Step 13:

Agree to the Producer Agreement.



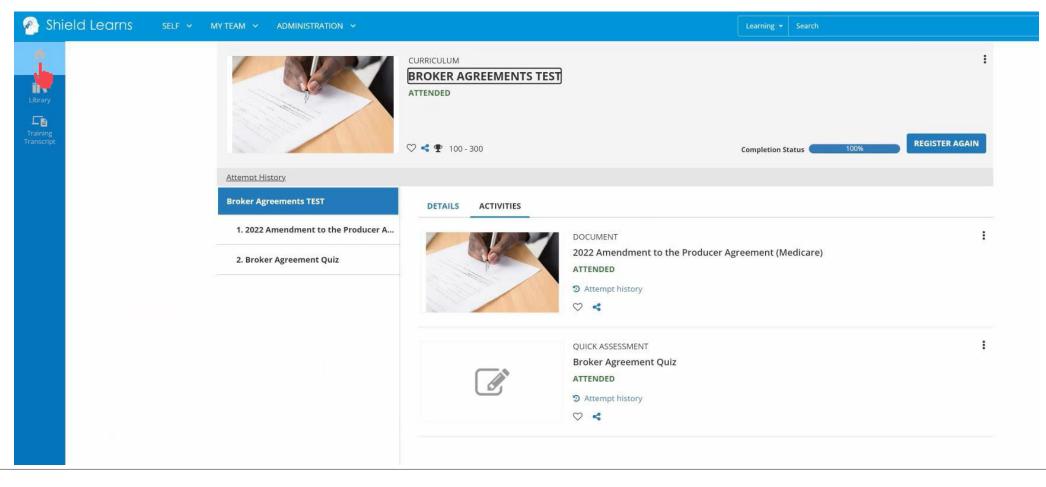
Step 14:

Agree to not release any product information prior to start of cycle year Annual Enrollment Period (AEP) and click Submit Assessment



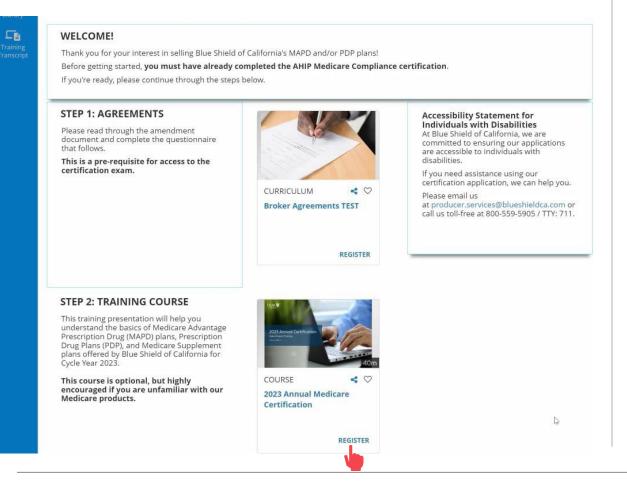
Agreements

Step 15: Return to Home Screen.



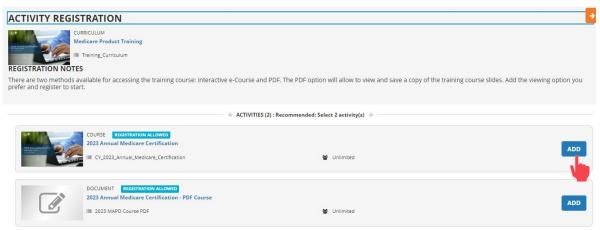
Step 16:

Register for Step 2: Training Curriculum



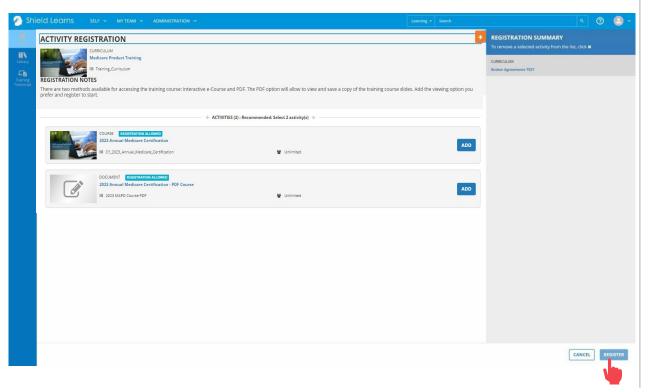
Step 17:

Add Activities – either or both the eCourse or Course PDF.



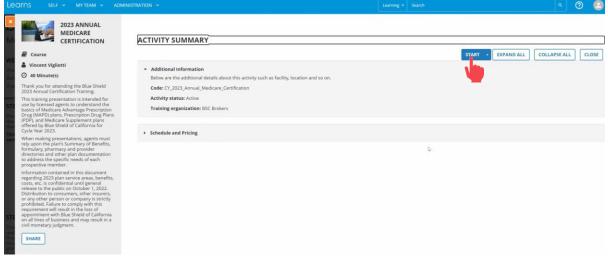
Step 18:

Click the Register button



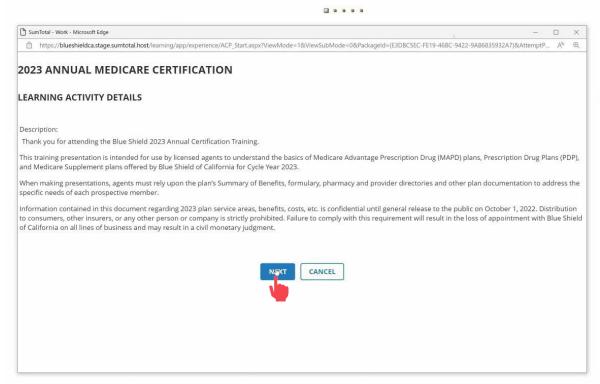
Step 19:

Start the activitie(s).



Step 20:

Click the **Next** button when you are done reviewing the course description.



NOTE: If you chose the PDF course option, at this step, the document would open.

Step 21:

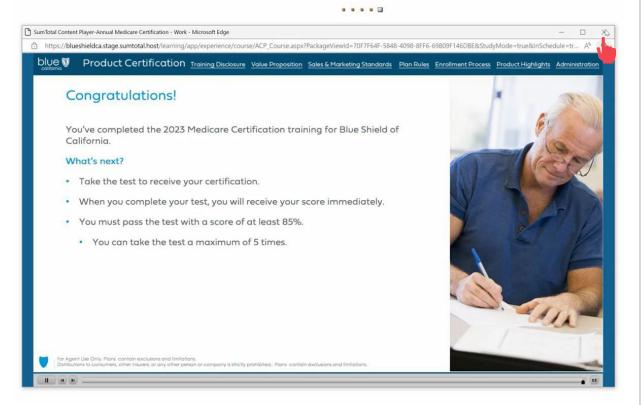
Click the begin course button



NOTE: If you chose the PDF course option, at this step, review the document and close the window when you are finished.

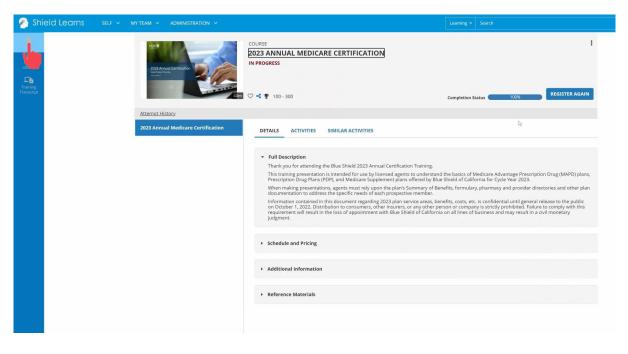
Step 22:

Exit the Course window when you are done.



NOTE: If you chose the PDF course option, at this step, you would select Yes to indicate that you have finished reviewing the document.

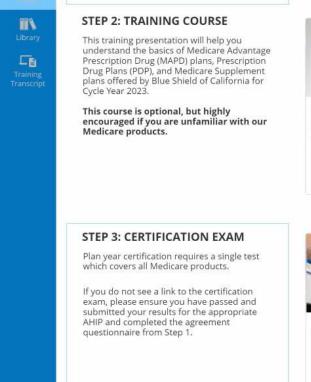
Step 23:



Certification Exam

Step 24:

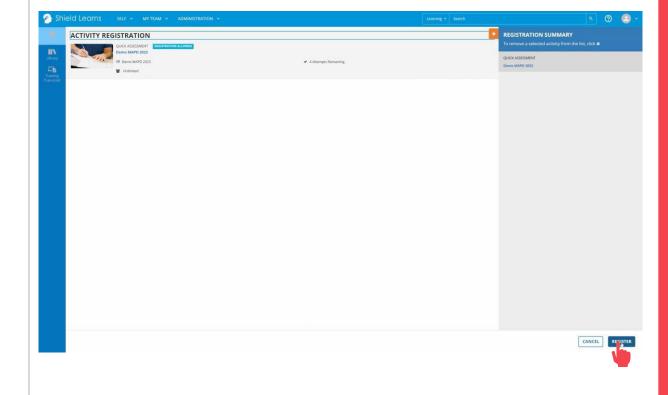
Register for Certification Exam.







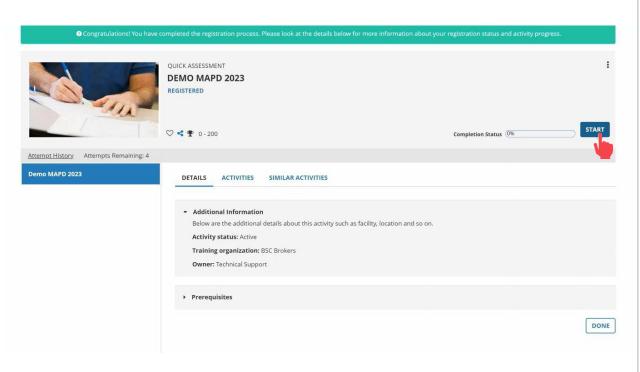
Step 25: Click the Register button.



Certification Exam

Step 26:

Start the exam.



Step 27:

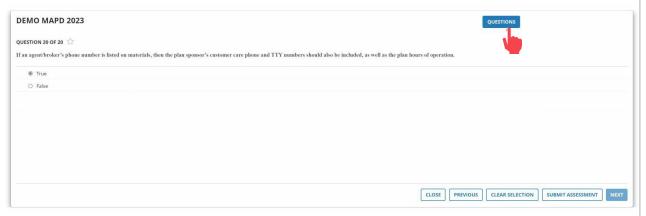
Click the **Next** button when you are done answering each question.



Certification Exam

Step 28:

Click the Question button to review or edit an answer before submitting the exam.



Step 29:

Submit Assessment when you are done.



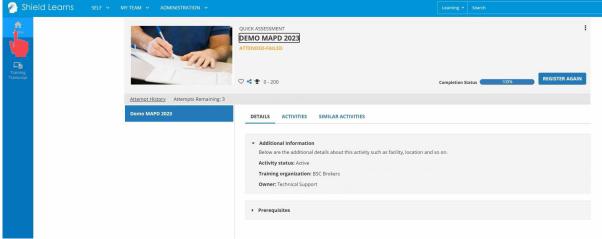
Certification Exam

Step 30:

Review the results and click the Close button.



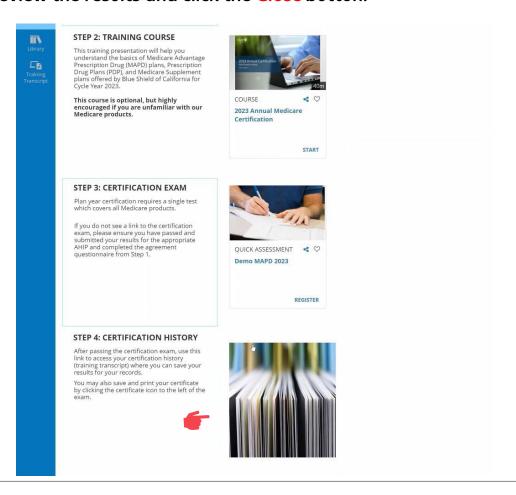
Step 31:



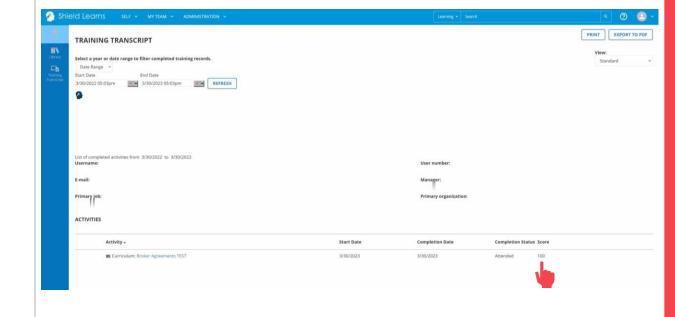
Certification History

Step 32:

Review the results and click the Close button.



Step 33:



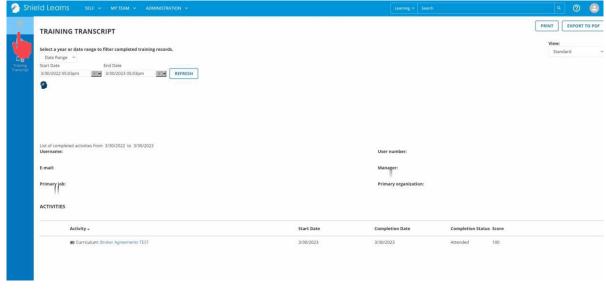
Certification History

Step 34:

Optional - Print or Export as PDF the results to save to your personal files. Click the icon at the bottom left to view your certificate.



Step 35:





Who to Contact

Begin



How to get help

1 Call Producer Services: 1-800-559-5905 TTY 711 2 Email: Producer.Services@blue shieldca.com 3 Connect with your Broker Manager

Resources

- Blue Shield Certification Site: https://www.medicareproductcertification.com
- Register your NPN: https://medicareproductcertification.com/registration.aspx
- National Insurance Producer Registry: https://pdb.nipr.com/html/PacNpnSearch.html
- AHIP Training Producers Site: http://www.ahipmedicaretraining.com/clients/blueshieldca
- Broker Connection Site: Broker Certification Producer Connection (blueshieldca.com)