

# Ready to Sell Guidelines



There are three components to be “Ready to Sell” Medicare Advantage (MA) for Mutual of Omaha Medicare Advantage Company (MOMAC), Medicare Advantage Insurance Company of Omaha (MAICO) and Prescription Drug Plans (PDP) for Omaha Health Insurance Company (OHIC). All three components must be completed.

## 1. Contracting

In order to sell Medicare Advantage and/or Prescription Drug Plans a MOMAC/MAICO/OHIC contract must be signed and submitted. A MAICO amendment is available for MOMAC/OHIC contracted producers.

- The MGA is responsible to submit a signed contract along with the appropriate transmittal form to Mutual of Omaha via:

**Email\*** - [contractsandappointments@mutualofomaha.com](mailto:contractsandappointments@mutualofomaha.com)

**Mail** - Producer Services

3301 Dodge Street

Attn: 6th Floor

Omaha, NE 68175

*\*Preferred method of submission*

- For existing entities/producers the transmittal form titled “Existing Contracted Medicare Supplement Producers” must be submitted.
- For new entities/producers submit the appropriate transmittal for the product to be sold:  
**PDP** - The Health Product Transmittal  
**Medicare Advantage** - The Medicare Advantage Transmittal

For entities/producers currently contracted for Medicare Advantage through MOMAC, a MAICO Amendment will be required if planning to sell outside the current MOMAC markets.

## 2. AHIP Certification

All producers wishing to sell MA and PDP must successfully complete the 2020 America’s Health Insurance Plans (AHIP) certification. The Centers for Medicare & Medicaid Services (CMS) requires that any producer who wants to sell MA or PDP must complete a Medicare and Fraud, Waste, and Abuse training and certification. Only training and certification from AHIP will be accepted by MOMAC, OHIC or MAICO.

### Access

The AHIP certification link can be found on Sales Professional Access (SPA) (<http://www.mutualofomaha.com/broker>).

- Products > Medicare Solutions > Sales Tools > Product Education > AHIP Training

*(Note - an AHIP certification link also resides on the product pages for MA and PDP on SPA)*

### Discount

A \$50 discount will be applied when a producer completes certification via our SPA link. The charge is \$125.

### Passing Score

You are allowed three attempts to pass with a minimum score of 90 percent.

### Submission

Upon successful completion of the AHIP Certification, you may have your results submitted electronically to Mutual of Omaha. To have your results submitted directly to Mutual of Omaha, you must access the AHIP Training link within SPA.

If you’ve taken your AHIP training through another carrier, you can have your results sent to Mutual of Omaha. No need to pay to take the training again. You’ll find instructions as you click through the AHIP training link on Sales Professional Access.

 **Mutual of Omaha Medicare Advantage**

 **Mutual of Omaha Rx**

### 3. Product Training

Specific product training for each product (MA and PDP) must be successfully completed for each plan year you are selling.

#### Access

Specific product training can be found on SPA.

- **Medicare Advantage Link:**  
Products > Medicare Solutions > Medicare Advantage > Product Training
- **Prescription Drug Link:**  
Products > Medicare Solutions > Prescription Drug Plan > Product Training

#### Passing Score

You are allowed three attempts to pass with a minimum score of 85 percent.

### Notification of Ready to Sell

When MOMAC/OHIC/MAICO has record of an executed contract and successful completion of both the AHIP Certification and product specific training:

- An appointment notification will be emailed to the MGA notifying them that the producer is ready to sell.
- A welcome packet will be emailed to the producer notifying them that they are ready to sell.
- The MGA can verify on Sales Professional Access MOMAC, OHIC and MAICO state appointment status.
- If producer is contracting to sell Medicare supplement, Medicare Advantage and Prescription Drug Plans, three separate appointment notifications and welcome packets are sent to both the MGA and the producer.

Becoming Ready to Sell is an annual requirement. All producers planning to offer Medicare Advantage or Prescription Drug plans must certify for each plan year they wish to sell. Compensation cannot be paid to producers that are not Ready to Sell. To be considered ready to sell, you must have: the applicable AHIP Certification; successfully passed the specific product training; and, be licensed and appointed - as required by each state - as of the application sign date.

### Why Mutual of Omaha

We're invested in your success. We're committed to giving you the products your customers want plus the tools, resources and support you need.

[MutualofOmaha.com](http://MutualofOmaha.com)