AHIP Medicare & Florida Blue Product Training – Brokers



Web registration instructions for Brokers

Instructions: Follow the steps in this guide to access and complete your AHIP Medicare and Florida Blue Product Certification Training. If you experience issues with registration, contact the Agent Support Center at 800-267-3156.

How to access AHIP Medicare Training

- 1. Open Google Chrome and navigate to the AHIP site at www.ahipmedicaretraining.com/clients/floridablue.
- 2. Log in:
 - A. If you're new to the site, select "Medicare User Guide" for instructions on how to complete the AHIP site registration/validation process before selecting "Create a New Account".
 - B. If you're a returning user, scroll down to enter your username and password. Then select "Login".

| | HIP Medicare Fraud, Was | + ste, and Abuse Medicare Course Home Transcript | English 🗸 | You are not logged in. (Log In) Florida Blue 🔍 MEDICARE Satisconsite Sufficial |
|---|---|---|---------------------------------------|---|
| | Quick Links CMS July Update Medicare FAOs | Login | | |
| 4 | AHIP Insurance Education AHIP Conferences AHIP Home | Medicare + Fraud, Waste, and Abuse (MFWA) Online Course | BEC Lo Pri Co | COME ALONG TEM CARE EXPERI Ong-Term Care ofessional (LTCP)- ombined Course will teaky |
| | Contact Us For Technical Support: Phone: 866.234.6909 Email: <u>Support@AHIP</u> InsuranceEducation.org | B User Login Username (NPN or Email) Password Login Eorgot your username2 Eorgot your password2 | GREAT BEST STA D Pa Es | SAMIP Sability, statil(Primer) satoday |

Web registration instructions for Brokers

3. From your AHIP profile page, select "Checkout" to enroll and pay for the current AHIP Medicare Training.

| Quick Links User Guide | | | | Shopping Cart 2023 AHIP Medicare Training |
|--|---|---|--------------|---|
| Medicare FAQs AHIP Insurance Education AHIP Conferences AHIP Home | This online format allows you to study at your own interspersed Each module culminates with a practice review, which is (| Shopping Cart 20XX AHIP Medicare Training (Initial) Price: \$125.00 | s I Exam. | (Initial) Price: \$175.00 Subtotal \$175.00 Promo Code \$30.00 Grand Total \$175.00 Enter promo code Apply |
| Contact Us For Technical Support: Phone: 866.234.6909 Email: Support@AHIP InsuranceEducation.org | Instructions The AHIP Medicare Training Certification is capable of beir contact your intended health plan to determine the most Certain health plans may also have additional requirement to your health plans prior to proceeding with your training My Certifications No records found | Subtotal \$125.00 Promo Code \$0.00 Grand Total \$125.00 Enter promo code Apply Checkout Checkout Vou must complete and pass the Final Exam in order to purchase credits. Promo code to purchase credits. | to alking | Checkout CE Credit You must complete and pass the Final Exam In order to purchase credits. |

Note: If using our Florida Blue AHIP link, you will receive a reduced course price of \$125 (<u>www.ahipmedicaretraining.com/clients/floridablue</u>).

4. Enter your billing information, then select "Continue" to input your credit card information. When finished, select "Pay Now" to process your payment.

| City * | Madison | | Payment Information |
|---------------------------|---------------|----------|--|
| State/Province * | Wisconsin | ~ | Credit Card (Payflow Link) |
| Zip/Postal Code * | 53703 | | A Please do not refresh the page until you complete payment. |
| Country * | United States | ~ | > Pay with credit or debit card |
| Phone Number * | 4144059124 | 0 | Card number |
| | | | 📷 🚥 🛄 🗤 VISA |
| ayment Information | | | Expiration date |
| redit Card (Payflow Link) | | | CSC (P) What is this ? |
| | | Continue | Pay Now |

Web registration instructions for Brokers

5. An order confirmation page will appear. Select "Go to my courses" to return to your AHIP profile page.

| Order Processing Complete Your order has been processed successfully. Click on the Go to my courses button below to access your training. | | | | | | | |
|--|----------|--------------------------------------|--------------------------------|--|--|--|--|
| Items Ordered | | | | | | | |
| Product Name | Price | Qty | Subtotal | | | | |
| 20## AHIP Medicare Training (Initial) | \$125.00 | Ordered: 1 Subtotal Promo Code | \$125.00 \$125.00 \$0.00 | | | | |
| Go to my course | s | Grand Total | \$125.00 | | | | |

6. Select the AHIP Medicare Training course title from the "My Certifications" section of your profile page to begin training.





Note: Select the "Medicare User Guide" from the Quick Links menu and review pages 7-20 for details regarding how to:

- Navigate through the training
- Access and complete the Final Exam
- · Apply for Continuing Education credits
- · Complete compliance training
- Access your Certificate of Completion

Web registration instructions for Brokers

How to transfer completed AHIP scores to Florida Blue

1. After finishing the AHIP Medicare Training, select the "Transmit" link on your AHIP profile page to send your scores to Florida Blue.

| AHIP Course Completion |
|-------------------------|
| • XYZ Health (Transmit) |
| |

2. 48 hours after you have transmitted your AHIP scores to Florida Blue, you will receive an email notifying you that the 20## Product Training is available in your Florida Blue Learning account.

To access the course, you can select the direct link provided in the email or follow the instructions starting on Page 5 to access the training from Florida Blue Learning.



Web registration instructions for Brokers

How to access AEP Medicare Product Training via web browser



Tips for a successful training

- Use Google Chrome
- · Close all other browser windows before accessing the training
- 1. There are two options to enter the training in Florida Blue Learning:
 - A. For direct access to training, select the following link: <u>Medicare AEP Sales</u> <u>Certification Training – Brokers</u>. Log in to Florida Blue Learning if prompted.
 - B. Or log in to Florida Blue Learning and select: "Library > 20## AEP Medicare > 20## Medicare AEP Sales Product Certification Training Brokers".

| Α | tUV563BnPZR6bhc2gCHP8lgRps9tCKsgoa3xr7VL%2fn8D | В | Browse and search for available learn subject and the Filters tab to apply ac | ning activities. You can use Iditional criteria (such as tl | e the Topics tab to narrow your results by he activity type or duration). | |
|---|--|-----------------|--|--|--|--|
| | Sign in | - ✔ Timeline | TOPICS FILTERS | 20## AEP MEDICARE | | |
| | https://pmilogin.bcbsfl.com | Library | All | * | | |
| | Username | QU | > <u>"How To" Content</u> | 4 of 4 results for "** | | |
| | Password | Advanced | > <u>* Skillsoft Content</u> > <u>*Competencies</u> | | CURRICULUM 20## Medicare AEP Sales Product Ce | |
| | | Org Chart | *GuideWell People System (GPS) | | | |
| | | | > 20## AEP Medicare | | 습습습습습 (0) 🛇 < | |

2. On the Product Certification Training page, select "Start".



Important: Make sure to disable your pop-up blockers before you start.

Web registration instructions for Brokers

3. Choose your preferred language, then select "Next".



4. To pause training and save your progress, select the "x" to close the window.



Important: If the training times-out due to inactivity, your progress may be lost.

5. To resume training, repeat step 1 and select "Start" to resume training.



Web registration instructions for Brokers

6. After completing your training, the page below displays. Confirm that the "Topic Status" is "Completed", then select "OK".

| GENERAL | | | | | | |
|--|---|---------------------------------------|---------------|--|--|--|
| Content type: SCORM 2004 Total score: N/A Elapsed time: Minutc(s): 42, Second(s): 0 Status: Completed | First launch date: Thursday, June 5, 2025 1:46:21 PM EDT Completion date: Thursday, June 5, 2025 3:09:53 PM EDT Percent complete: 100% | | | | | |
| Name | | Score % | Time in Topic | | | |
| 20## Product Certification | | Completed Minute(s): 42, Second(s): 0 | | | | |
| ОК | | | | | | |

Canceling registration

If you started the wrong training, you must cancel your registration to start the right one. Be advised that all progress will be lost the moment you cancel registration.

1. Choose the "More Actions" icon (:) and select "Cancel Registration".



2. Select "Confirm Cancellation".

| CANCELLATION CONFIRMATION Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. | |
|--|---------------------------|
| Select All CBT IN PROCRESS 20XX Medicare AEP Sales Product Certification Training | |
| | BACK CONFIRM CANCELLATION |



Note: You cannot cancel registration after completing the training.

Web registration instructions for Brokers

How to access your AEP training certificate

1. From the Florida Blue Learning homepage select "Completed Training".



2. On the Training Transcripts page, find the 20## Medicare AEP Sales Product Certification course you just finished. Then, select the certificate icon () to the left of the course title to view or download your certificate.

| TRAINING TRANSCR | IPT | | | C | PRINT | XPORT TO PDI | • |
|--------------------------------------|--|------|---------------------------|-------------------|----------------|--------------|----------------|
| Select a year or date range to filte | er completed training records | 5. | | | | | |
| Date Range 🗸 | | | | | | | |
| Start Date | End Date | _ | | | | | |
| 6/13/2024 09:41am | 6/13/2025 09:41am | **** | REFRESH | | | | |
| ACTIVITIES | ations for activities. | | | | | | |
| Activity | | | Estimated Credit Hours | Completion Date 🗸 | Expiration Dat | e Score | At |
| Curriculum: 20## Me Certifica | edicare AEP Sales Product tion Training | | | 6/6/2025 | | | Da 0, Se |