

JOB AID

Registering for Medicare Core (AHIP) and Florida Blue Product Training for Brokers

A HOW-TO GUIDE





This guide will assist you with navigating through the steps required to access and complete the current AEP Training. Click the links provided to review the steps for each of the following topics:

- How to access AHIP Medicare Training online through Florida Blue, ([pages 3 - 7](#))
- How to transfer completed AHIP Scores to Florida Blue ([page 8](#))
- How to access AEP Medicare Product Training in Florida Blue Learning ([pages 9 - 13](#))

Step 1

Open Google Chrome and navigate to the AHIP site at www.ahipmedicaretraining.com/clients/floridablue

When using our Florida Blue AHIP link you will receive a reduced course price of \$125.

Note: If you are a returning agent, you do not need to use the Florida Blue link above and can skip to Step 7 after logging into AHIP.

Step 2

If you're a first-time visitor to the AHIP site, click **Create a New Account** and follow steps 3-6 to build your profile.

If you already have an account, input your username and password, then click **Login** and skip to [step 7](#) below.

English You are not logged in. (Log Out)

AHIP Medicare + Fraud, Waste, and Abuse

Quick Links
User Guide
AHIP Insurance Education
AHIP Conferences
AHIP Home

Contact Us
For Technical Support:
Phone: 866.234.6909
Email: Support@AHIPInsuranceEducation.org

Medicare + Fraud, Waste, and Abuse (MFWA) Online Course
Training for plan year 2022 begins June 21, 2021

User Login
Username (NPN or Email)
Password
Login
Forgot your username?
Forgot your password?

Registration
First time visitor?
Create a New Account

Ready to start your MFWA training? Be more than ready for plan year 2022. Choose the path and organization that help you better serve your members and clients. AHIP's one-stop program meets CMS requirements and provides what you need to help your clients make the right decisions about their health insurance needs.

Why You Should Choose AHIP for Your MFWA Training

Join more than 100,000 agents and brokers who make AHIP their MFWA training partner each year for these reasons and so many more:

- CMS-compliant training, updated annually for accuracy and relevance.
- Transparent course fees. No hidden costs. No surprises later.
- Need CE credits? They're available in every state, the District of Columbia, and Puerto Rico.
- Maximum efficiency. Single portal makes it easy to send your training scores to multiple health insurance providers.
- The health insurance industry's most widely recognized MFWA training.
- Unsurpassed value. Engaging content that does more than meet CMS requirements. It helps you grow your business.
- Training that reflects AHIP's 50+ year commitment to insurance education.

Master the ins-and-outs of disability insurance
Disability Test (Pretest)
Enroll today

Become a long-term care expert in just one online course
Long Term Care Professional (LTC) Course and Course
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English

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CE CREDITS DISCLAIMER

For all students who are interested in receiving CE credits, in order to be

Step 1 of 3: Create Account

▼ Confidential Information

Please fill out the following required fields:

Last name ! Enter last name on the account.

DOB ! Enter date of birth (mm/dd/yyyy)

Last 4 Digits of SSN ! Enter last 4 digits of social security number.

There are required fields in this form marked !.

Step 3

Fill out all required fields designated with an asterisk (*), then click **Submit**.

AHIP Medicare +
Fraud, Waste, and Abuse

Home

Step 2 of 3

► [Confidential Information](#)

▼ National Producer Number

First name !

NPN !

There are required fields in this form marked !.

Step 4

Input your National Producer Number, then click **Submit**.

Note: You will see red exclamation points if the confidential information is entered incorrectly, or if you do not have an NPN.

Step 5

Complete all required sections, then click **Register** when finished.

Step 6

You will receive a confirmation message once your account has been created. Note your username for future login sessions, then click **Continue to Home** to enroll in training.

AHIP Medicare + Fraud, Waste, and Abuse

Home

Mailing Address
Provide the mailing address you can be reached at.

Address 1

Address 2

City

State / Territory

Zip code
Enter your five digit zip code

Country

End User License Agreement

I agree to the Privacy Statement

I agree to the Legal Terms of Service

Register **Cancel**

AHIP Medicare + Fraud, Waste, and Abuse

Medicare Course Home Transcript

Quick Links

- User Guide
- Medicare FAQs
- AHIP Insurance Education
- AHIP Conferences
- AHIP Home

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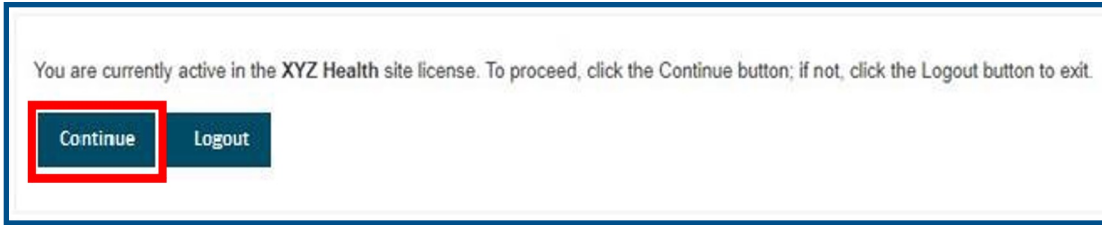
Step 3 of 3: Create Account

Your account has been created.

Please note your username below. You will need this information for future logins to the site.

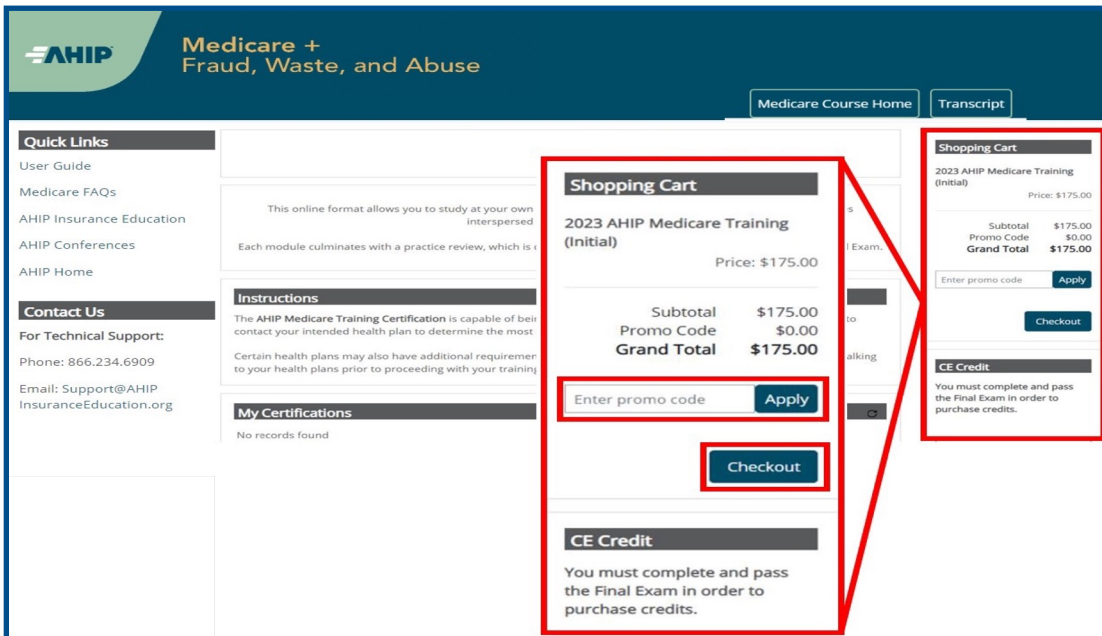
Username: 00000

Continue to Home



Step 7

If you receive the following message upon logging in/creating your account, click **Continue** to proceed to your AHIP profile page.



Step 8

From your AHIP profile page, the current *AHIP Medicare Training* course will appear in your shopping cart.

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

Step 9

Enter your payment and billing information, then click Continue to input your credit card information.

When finished, click **Pay Now** to process your payment

The screenshot shows a two-column payment form. The left column is titled 'Billing Information' and contains fields for: 'Copy profile information' (checkbox), 'First Name' (Joe), 'Last Name' (John), 'Company', 'Street Address' (123 S Main St), 'City' (Madison), 'State/Province' (Wisconsin), 'Zip/Postal Code' (53703), 'Country' (United States), and 'Phone Number' (4144059124). The right column is titled 'Payment Information' and contains a warning: 'Please do not refresh the page until you complete payment.' Below this is a section 'Pay with credit or debit card' with fields for 'Card number', 'Expiration date' (mm/yy), and 'CSC'. A 'Pay Now' button is at the bottom right of the payment section. A 'Continue' button is at the bottom center of the entire form, highlighted with a red box.

Step 10

An order confirmation page will appear. Click **Go to my courses** to return to your AHIP Profile page.

The screenshot shows an order confirmation page. At the top left is 'Order #00000932' and at the top right is 'Receipt'. The main heading is 'Order Processing Complete' with a message: 'Your order has been processed successfully. Click on the Go to my courses button below to access your training.' Below this is a table titled 'Items Ordered'.

Product Name	Price	Qty	Subtotal
2021 AHIP Medicare Training (Initial)	\$175.00	Ordered: 1	\$175.00
		Subtotal	\$175.00
		Promo Code	\$0.00
		Grand Total	\$175.00

At the bottom center of the page is a 'Go to my courses' button, highlighted with a red box.

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CE CREDITS DISCLAIMER

For all students who are interested in receiving CE credits, in order to be eligible for CE credits, prior to taking the final exam you must click on the button that says "Yes, take the exam with CE". In addition to selecting this

This online format allows you to study at your own pace by viewing learning modules made up of content

Each module culminates with a practice review, which is designed to reinforce learning and p

Instructions

The AHIP Medicare Training Certification is capable of being shared amongst numerous health plans. Please be sure to c
appropriate method for transmitting your results.

Certain health plans may also have additional requirements or limitations in place, as such we strongly recommend talki
training.

My Certifications

20## AHIP Medicare Training (Initial)

Click this link to begin the course

Step 11

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

Note: Click the **User Guide** from the **Quick Links** menu and review pages 7-20 of the *AHIP Medicare Training Course User Guide* 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

Step 12

Upon completion of the AHIP Medicare Training, you are required to transmit your scores to Florida Blue. To do this, click the **Transmit** link from **the AHIP Course Completion** section of your AHIP profile page.

NOTE: 24 hours after you have transmitted your AHIP scores to Florida Blue, the 20## Product Training will become available in your Florida Blue Learning account.

AHIP Course Completion

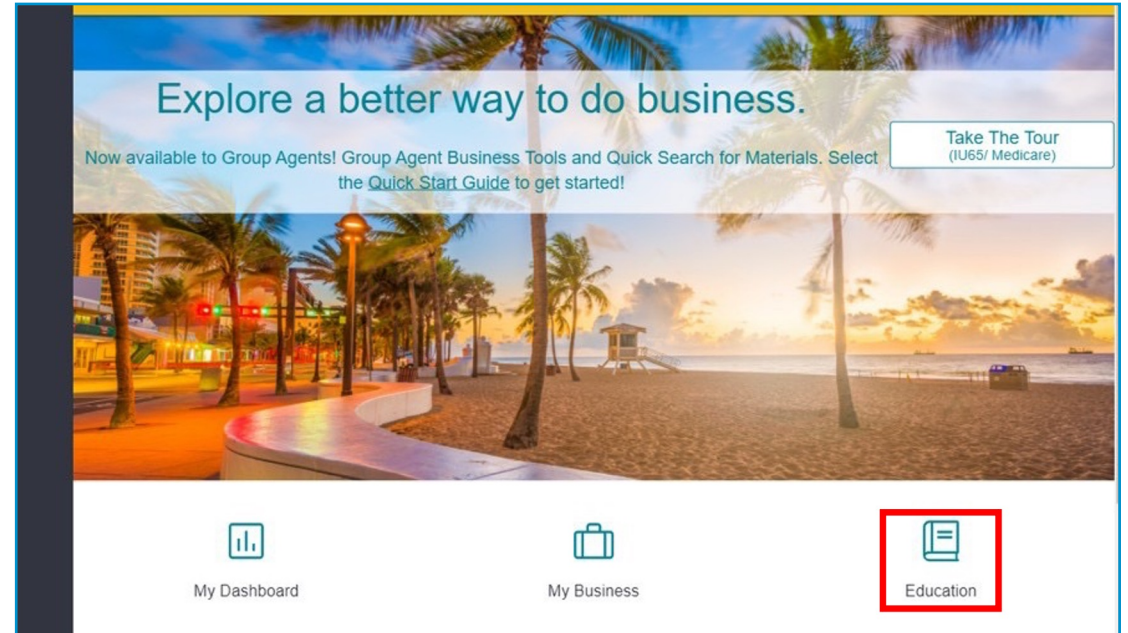
- XYZ Health (Transmit)



How to access the AEP Medicare Product
Training in Florida Blue Learning (accessible 24
hrs after transmitting your scores from AHIP to
Florida Blue)

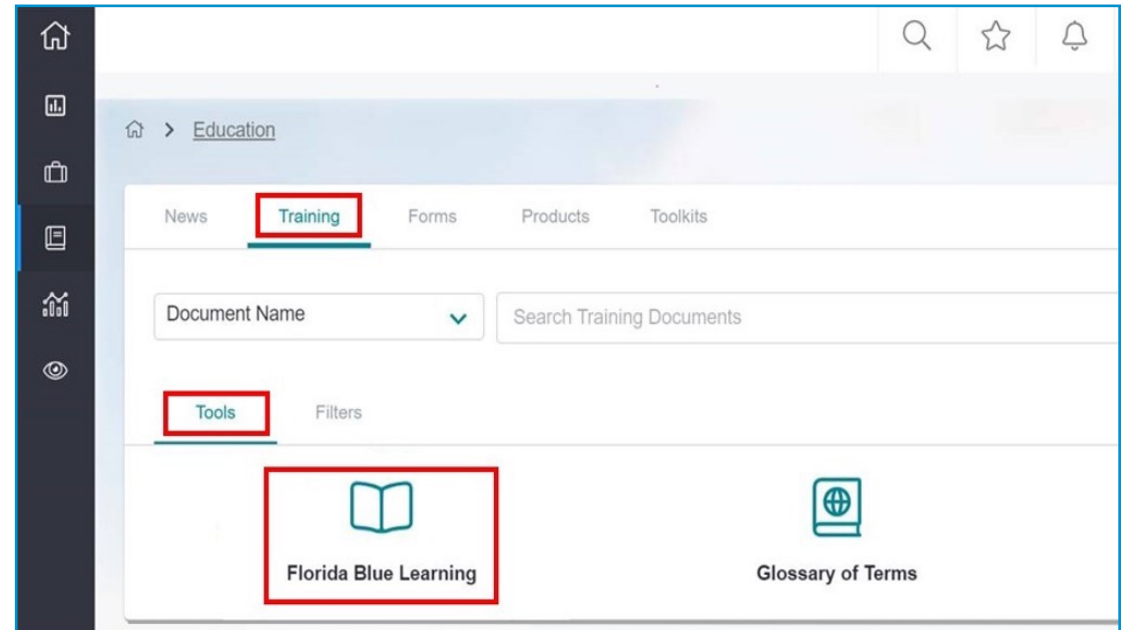
Step 1

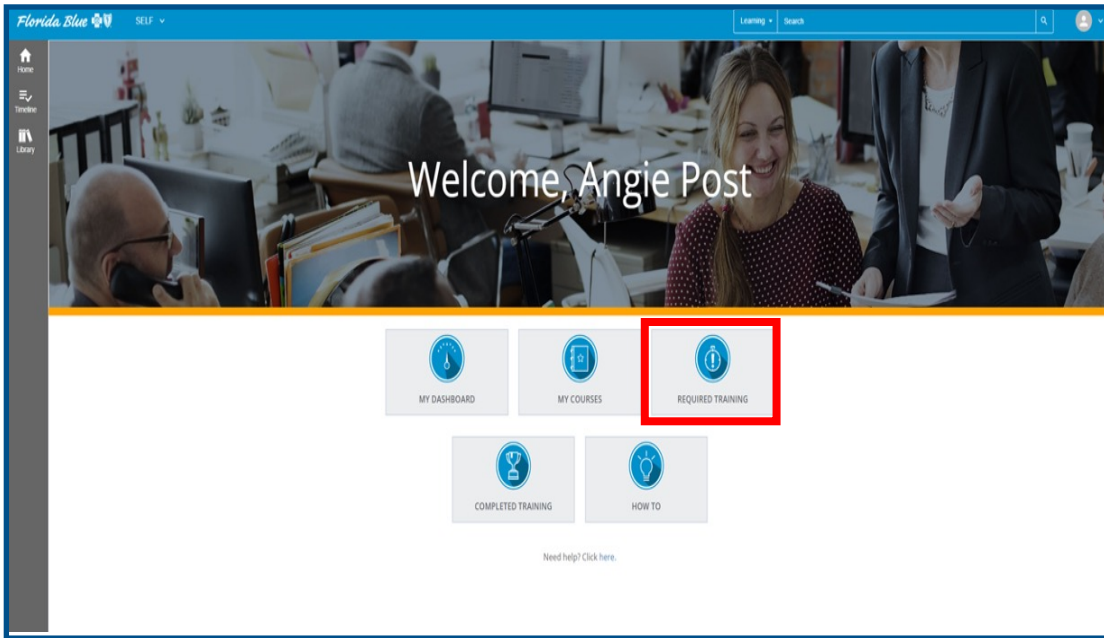
Log into Agent Portal External (APE), then select the **Education** icon from the homepage.



Step 2

Select the Training tab, then **Tools > Florida Blue Learning**







Step 3

From the Florida Blue Learning Homepage, click **Required Training**.


TRAINING ANALYSIS

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: [Help](#)

<input type="checkbox"/>	Name ▲	Code
<input type="checkbox"/>	 Curriculum: 20## Medicare AEP Sales Product Certification Training Brokers	E_FNC_01120_CUR
<input type="checkbox"/>	 Curriculum: 20## Medicare AEP Sales Product Certification Training - Service Bureaus	E_FNC_01119_CUR

Step 4

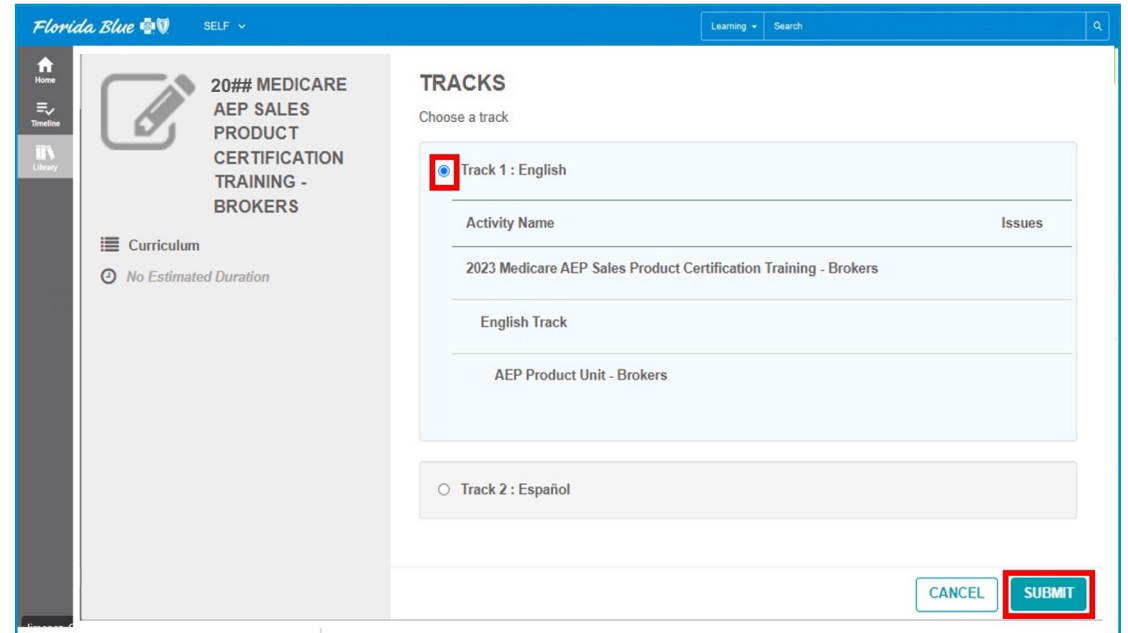
Click the registration icon () for the curriculum titled, *Medicare AEP Sales Product Certification Training* from the course list displayed (select **Brokers** to only see content customized for your role).

Note: If you have already registered for Product Training, the registration icon will no longer show and you can simply click the curriculum title link itself for *Medicare AEP Sales Product Certification Training* to return to the curriculum page.

Step 5

Click the radio button to select a language track - you have the option to complete product certification in either English (Track 1) or Spanish (Track 2).

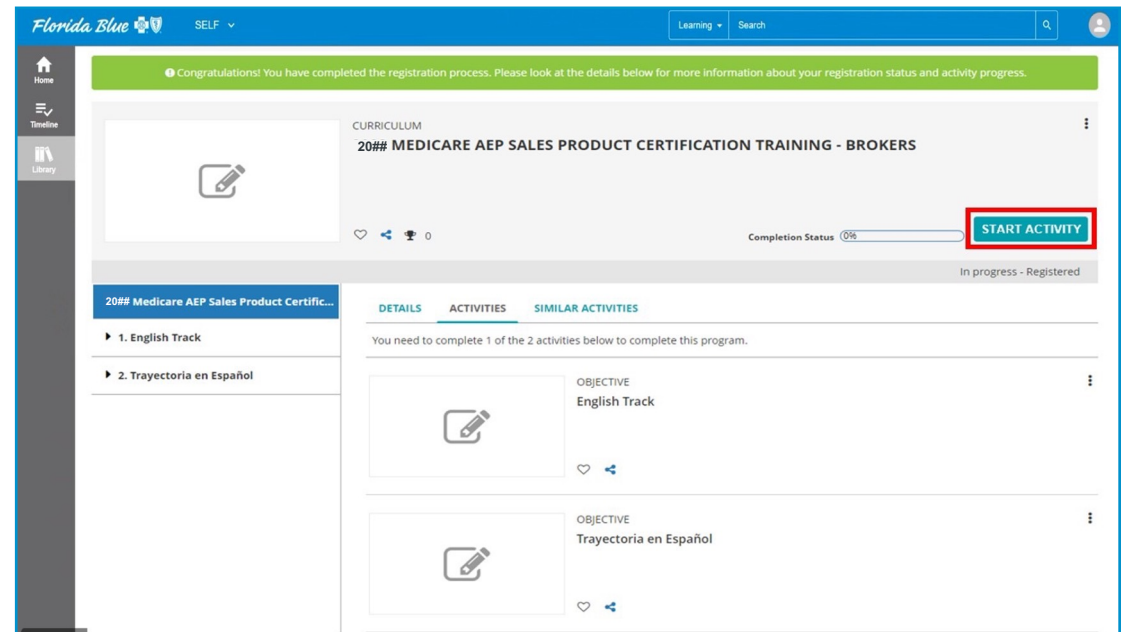
Once you have selected a track, scroll down and click **Submit**.

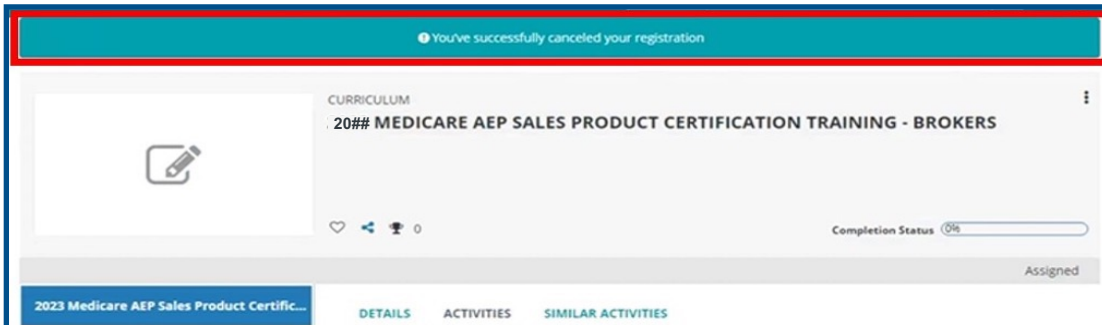
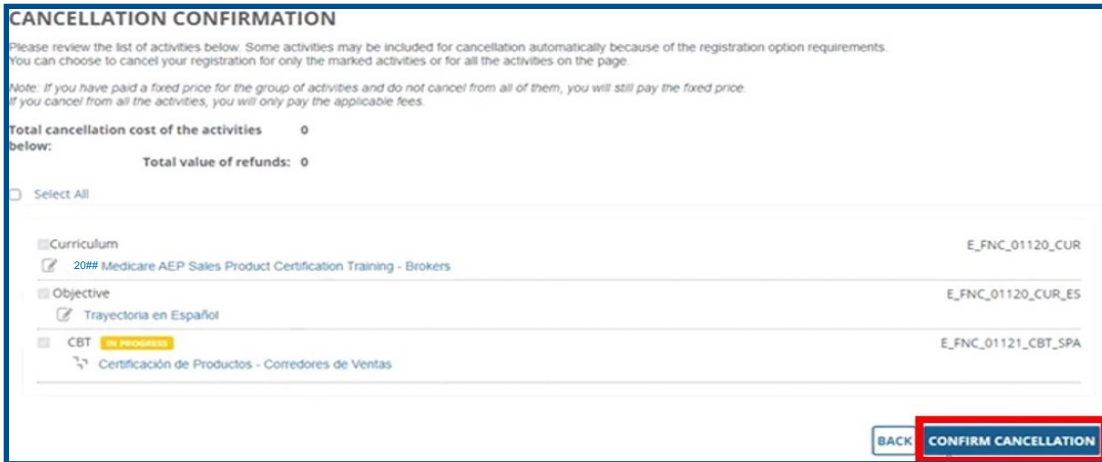
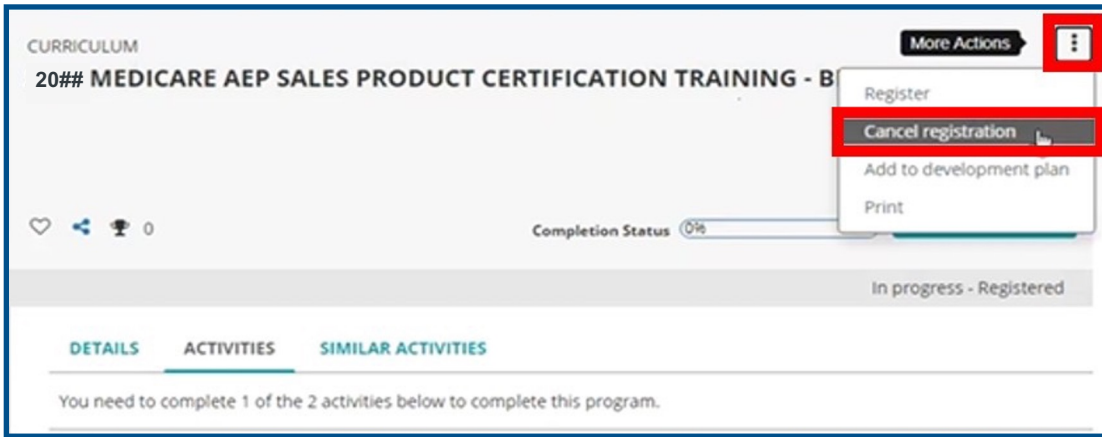


Step 6

A green registration confirmation message will display at the top of the screen. Then click **Start Activity** to begin the curriculum.

Note: Both language tracks will still appear on this page, but once you have registered for your preferred language Track, that is the version that will launch once you click Start Activity.





To Cancel Registration

If after registering you notice that you selected the wrong language track by mistake, or the wrong language track launches, you can simply cancel your registration by:

- Clicking the **More Actions** button on the right
- Then select **Cancel Registration**
- Click **Confirm Cancellation**
- A confirmation message will appear

Canceling registration will allow you to repeat steps 3 - 6, so that you can restart the activity in your desired language.

Note: You will *not* be able to cancel registration after you have successfully completed the training.

Step 7

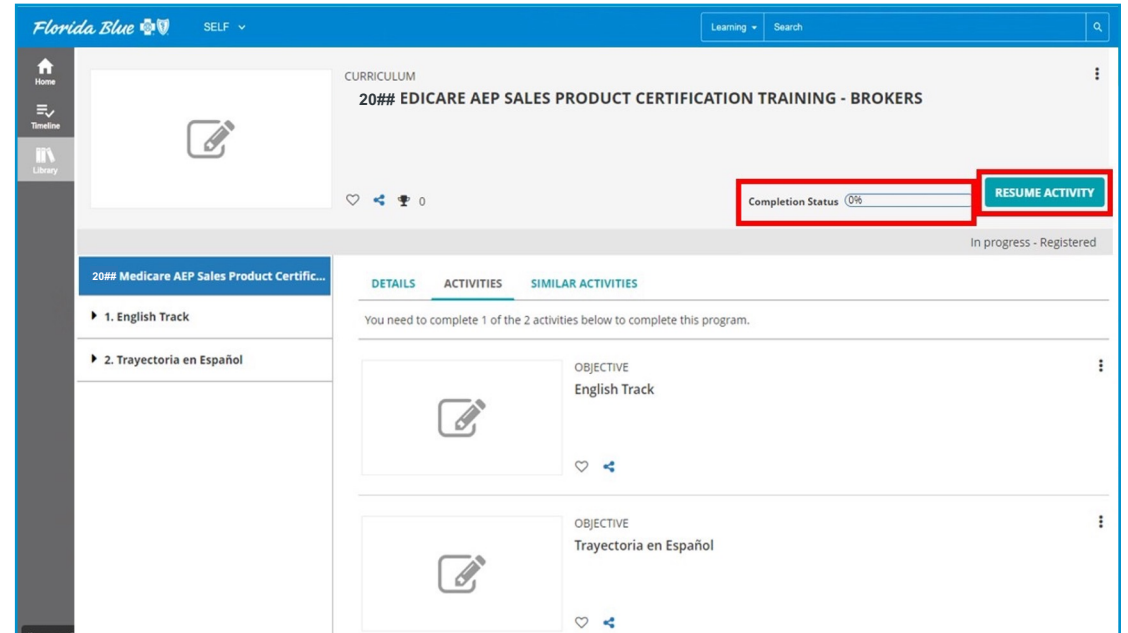
After starting the training, you can stop at any point during the lesson and return at a later time by closing the lesson, then repeating steps 1-6 when you are ready to resume the lesson.

Upon returning to the curriculum page, the unfinished course will show a Resume Activity button next to the course title. Click **Resume Activity** to re-open and continue the lesson from where you left off.

Note: The Completion Status meter will show 100% once you have completed one of the two available language tracks.

WARNING:

You must close the lesson by clicking the X on the window to properly stop and save your progress. **If you allow the training to time-out due to inactivity, your progress may be lost, and you'll be prompted to start from the beginning upon returning.**



Course Navigation Tips

- Once the course page opens, begin by clicking the **START TRAINING** button
- To consume content:
 - Scroll down to advance
 - Scroll up or click a topic from the left navigation menu to see previously viewed content
 - Click the play button to watch videos:
 - Click the Continue button to advance:
 - Note that on certain pages the Continue button will not appear until the content above it is completed (e.g., video is watched till the end, all check boxes are checked, or all quiz questions are answered, etc.)
- You will earn a blue checkmark in the left navigation menu for each section as you complete it
- Any sections marked as **OPTIONAL** are not required, and you can still successfully complete the course should you choose to skip an optional lesson