

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.

The screenshot shows the AHIP Medicare + Fraud, Waste, and Abuse (MFWA) Online Course registration page. The page features a dark blue header with the AHIP logo and the text "Medicare + Fraud, Waste, and Abuse". On the right side of the header, there is a language dropdown set to "English" and a "Log In" link. Below the header, the page is divided into several sections. On the left, there is a "Quick Links" menu with items like "User Guide", "Medicare FAQs", "AHIP Insurance Education", "AHIP Conferences", and "AHIP Home". Below this is a "Contact Us" section with technical support information. The main content area is titled "Medicare + Fraud, Waste, and Abuse (MFWA) Online Course". It contains a "User Login" form with fields for "Username (NPN or Email)" and "Password", and a "Login" button. Below the login form are links for "Forgot your username?" and "Forgot your password?". To the right of the login form is a "Registration" section with a "First time visitor?" checkbox and a "Create a New Account" button. At the bottom of the main content area, there is a paragraph of text and a link titled "Why You Should Choose AHIP for Your MFWA Training". On the far right, there are two promotional banners for long-term care and disability insurance courses.

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.

This screenshot is identical to the one above, showing the AHIP Medicare + Fraud, Waste, and Abuse (MFWA) Online Course registration page. However, a red rectangular box highlights the "User Login" and "Registration" sections. The "User Login" section includes the "Username (NPN or Email)" and "Password" input fields, the "Login" button, and the "Forgot your username?" and "Forgot your password?" links. The "Registration" section includes the "First time visitor?" checkbox and the "Create a New Account" button.

AHIP Medicare + Fraud, Waste, and Abuse

Quick Links
 User Guide
 Medicare FAQs
 AHIP Insurance Education
 AHIP Conferences
 AHIP Home

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 button, you must also pay for your CE credits after successfully completing your final exam. Students who do not

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

Submit

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 !

FIND MY NPN

Submit

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#PN#

Step 5

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

The screenshot shows the AHIP registration form. At the top left is the AHIP logo. The main header reads "Medicare + Fraud, Waste, and Abuse". Below this is a navigation bar with a "Home" button. The form is divided into two main sections: "Mailing Address" and "End User License Agreement".

Mailing Address Section: This section is titled "Mailing Address" and includes the instruction "Provide the mailing address you can be reached at." It contains the following fields:

- Address 1: A text input field with a red error icon to its left.
- Address 2: A text input field.
- City: A text input field with a red error icon to its left.
- State / Territory: A dropdown menu with a red error icon to its left.
- Zip code: A text input field with a red error icon to its left. Below it is the instruction "Enter your five digit zip code".
- Country: A dropdown menu with "United States" selected.

End User License Agreement Section: This section is titled "End User License Agreement" and contains two checkboxes:

- I agree to the Privacy Statement
- I agree to the Legal Terms of Service

At the bottom right of the form, there are two buttons: "Register" (highlighted with a red box) and "Cancel".

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.

The screenshot shows the AHIP registration confirmation page. At the top left is the AHIP logo. The main header reads "Medicare + Fraud, Waste, and Abuse". In the top right corner, there are two buttons: "Medicare Course Home" and "Transcript".

On the left side, there is a "Quick Links" section with the following links:

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

Below the "Quick Links" section is a "Contact Us" section with the following information:

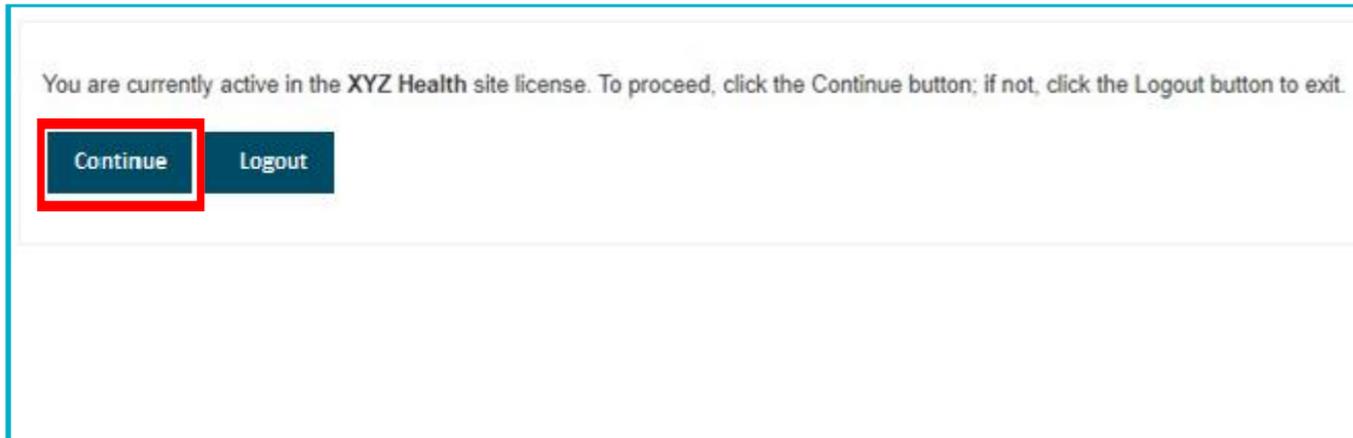
For Technical Support:
Phone: 866.234.6909
Email: Support@AHIP InsuranceEducation.org

The main content area is titled "Step 3 of 3: Create Account" and contains the following text:

Your account has been created.
Please note your username below. You will need this information for future logins to the site.

Username: 00000

A red box highlights the "Continue to Home" button.



Step 7

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

AHIP Medicare + Fraud, Waste, and Abuse

Medicare Course Home Transcript

Quick Links

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

Contact Us

For Technical Support:

Phone: 866.234.6909

Email: Support@AHIPInsuranceEducation.org

My Certifications

No records found

This online format allows you to study at your own pace, with modules interspersed with practice reviews. Each module culminates with a practice review, which is a required component of the course.

Instructions

The AHIP Medicare Training Certification is capable of being completed in a self-paced format. Contact your intended health plan to determine the most appropriate format for your organization.

Certain health plans may also have additional requirements to your health plans prior to proceeding with your training.

Shopping Cart

2023 AHIP Medicare Training (Initial) Price: \$175.00

Subtotal	\$175.00
Promo Code	\$0.00
Grand Total	\$175.00

Enter promo code **Apply**

Checkout

CE Credit

You must complete and pass the Final Exam in order to purchase credits.

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

Billing Information

Copy profile information

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

Phone Number * 4144059124

Payment Information

Credit Card (Payflow Link)

⚠ Please do not refresh the page until you complete payment.

Pay with credit or debit card

Card number

Expiration date mm / yy

CSC What is this ?

Continue

Pay Now

Step 10

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

Order #000000932 Receipt

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

Go to my courses

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

Quick Links

User Guide

AHIP Insurance Education

AHIP Conferences

AHIP Home

Contact Us

For Technical Support:

Phone: 866.234.6909

Email: Support@AHIP InsuranceEducation.org

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

Instructions

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

Certain health plans may also have additional requirements or limitations in place, as such we strongly recommend talking to your agent for more information.

My Certifications

2023 AHIP Medicare Training (Initial)

Click this link to begin the course

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.

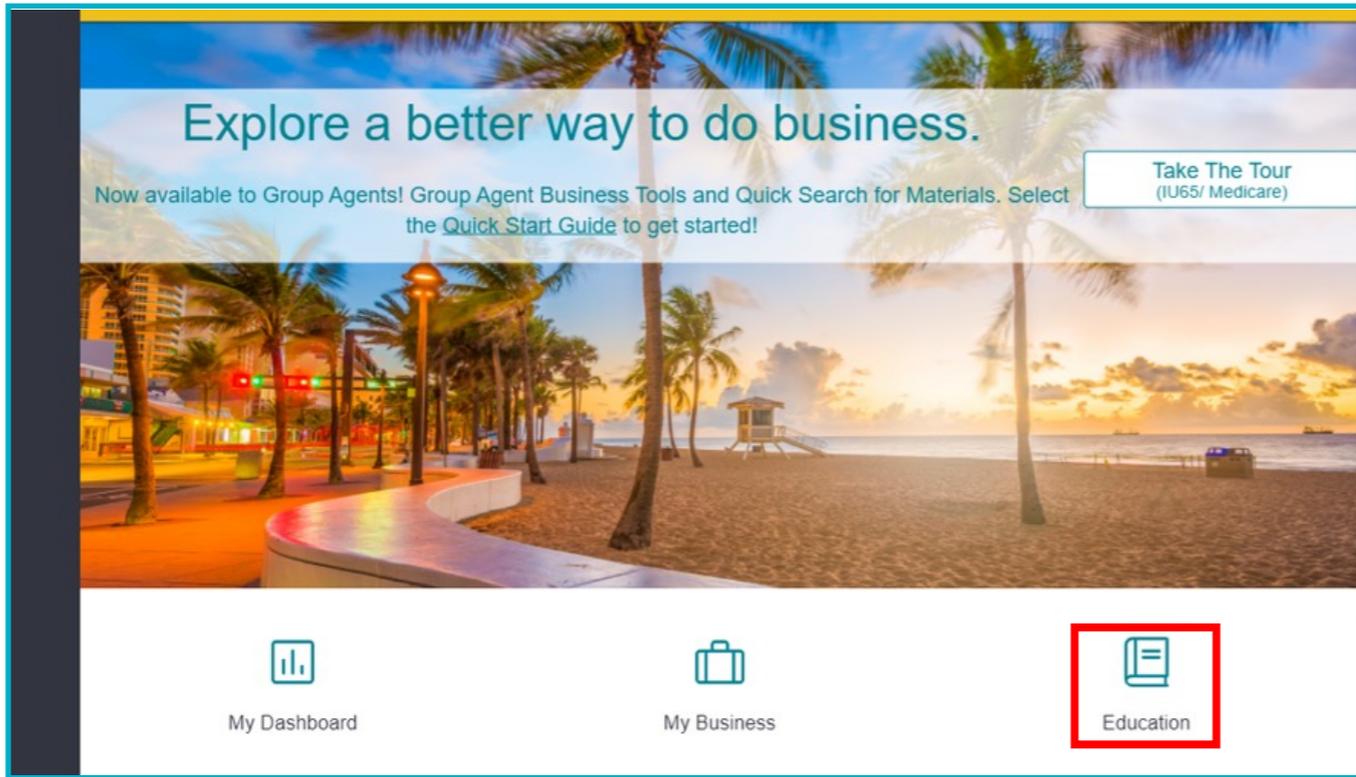
Note: If you are a returning agent, please be sure to select Florida Blue from the list of previous carriers that will display on this page.

AHIP Course Completion

- XYZ Health (Transmit)

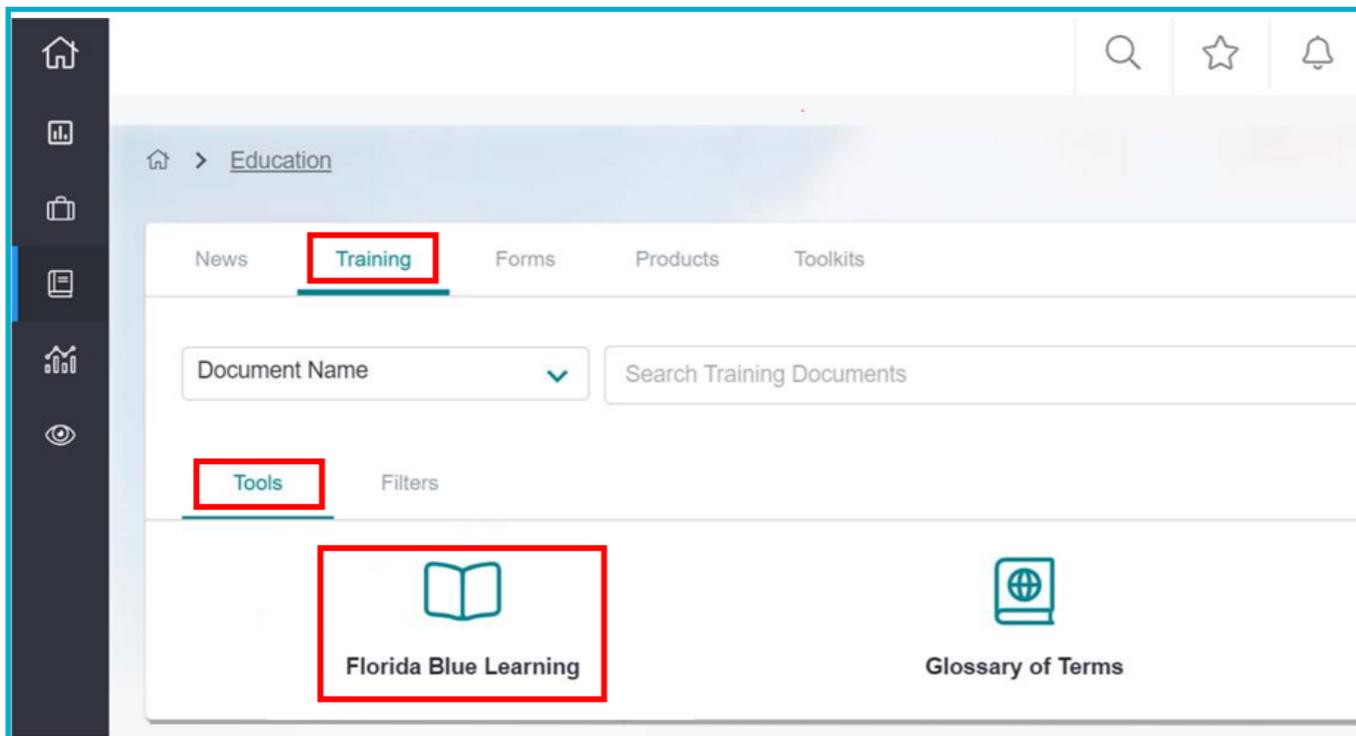


How to access the AEP Medicare Product Training in Florida Blue Learning (accessible 24 hrs after transmitting your scores from AHIP to Florida Blue):



Step 1

Log into AgentPoint, then select the **Education** icon from the homepage.

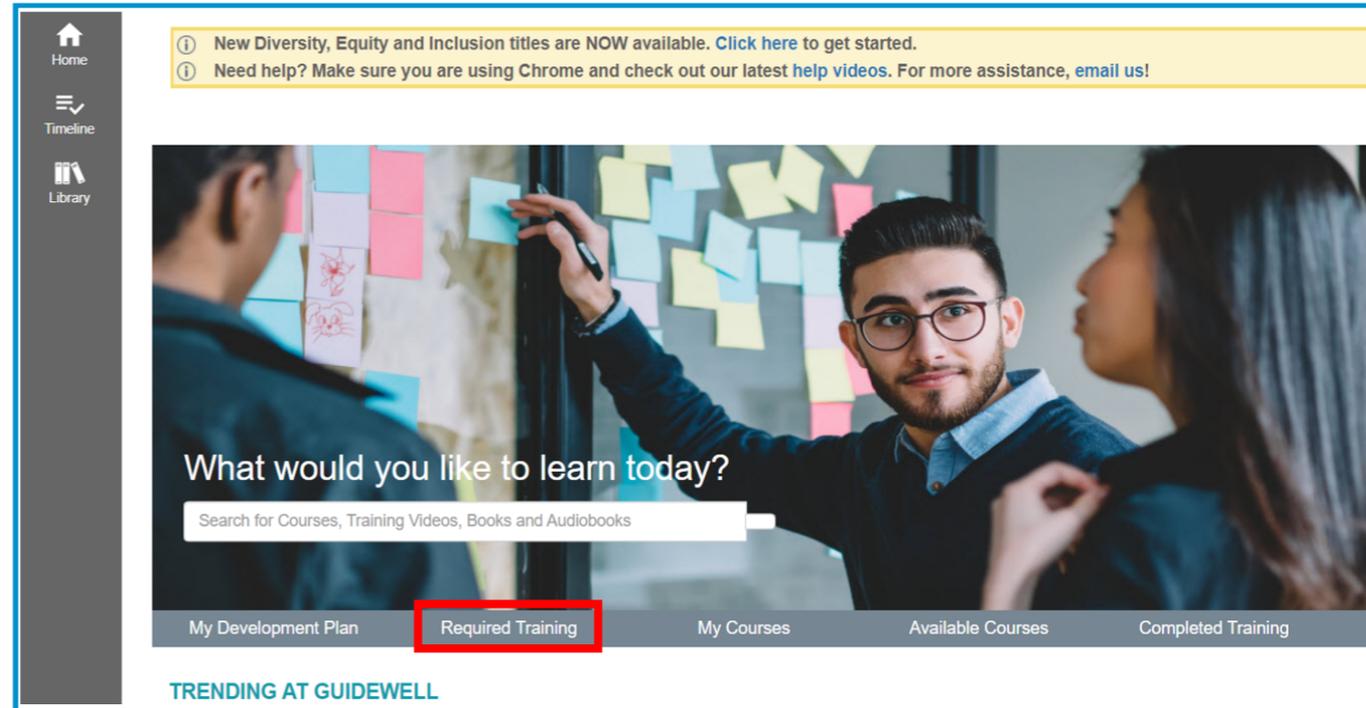


Step 2

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

Step 3

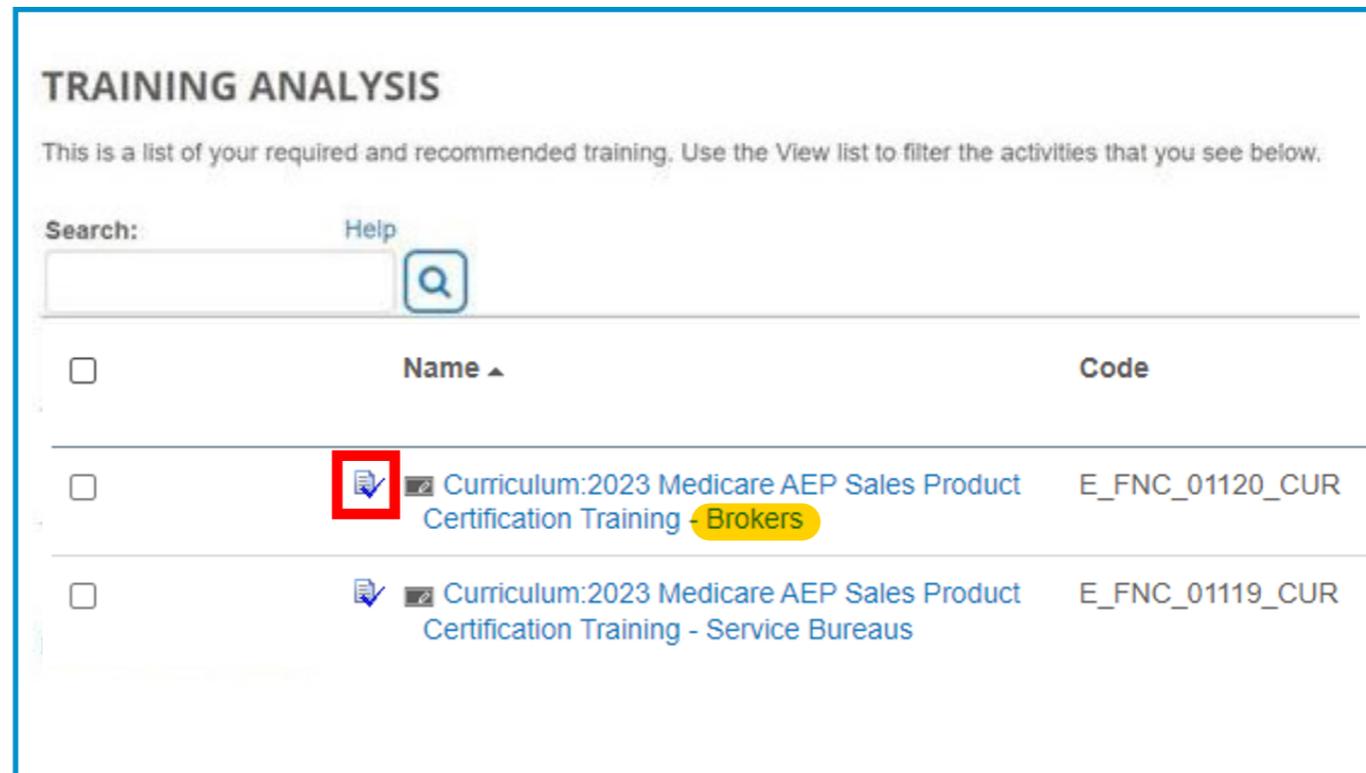
From the Florida Blue Learning Homepage, click **Required Training**



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).

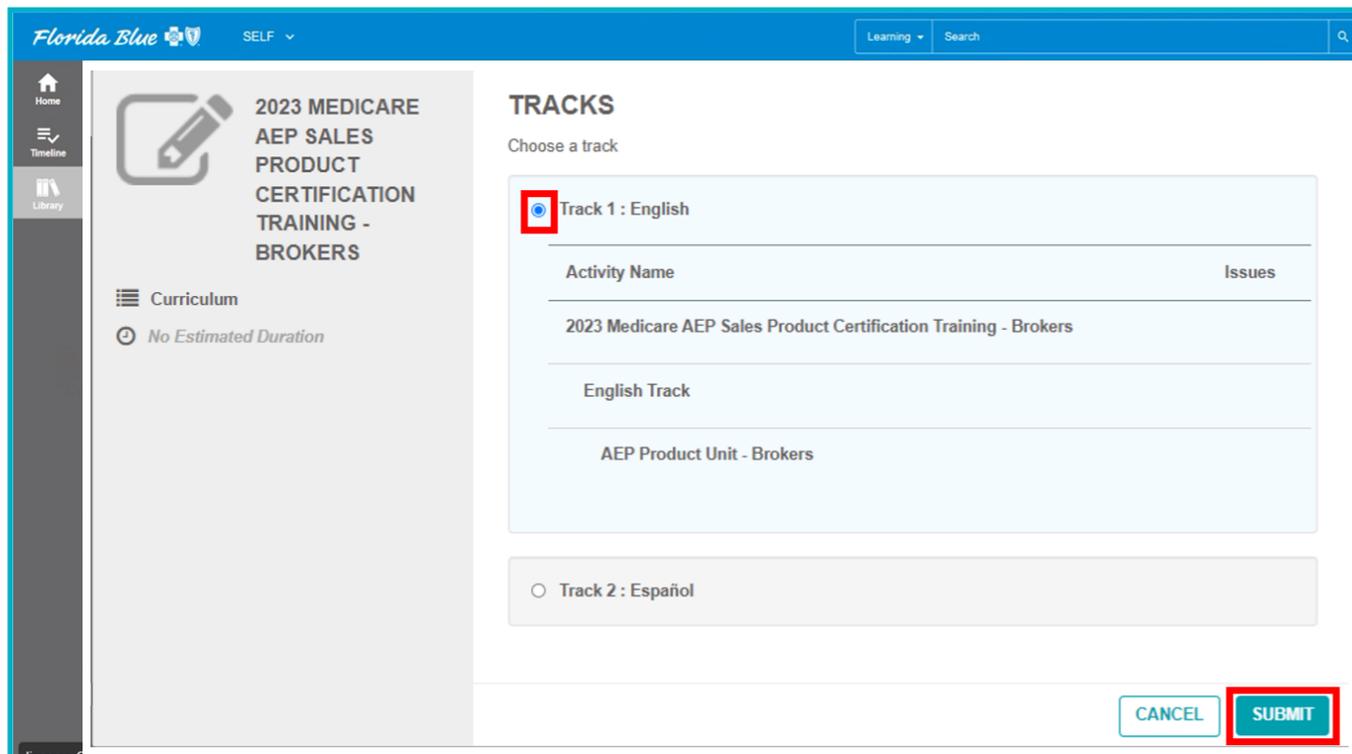
Note: If you have already registered for Product Training, the registration icon will no longer show and you can simply click the curriculum title link itself for *Medicare AEP Sales Product Certification Training* to return to the curriculum page.



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).

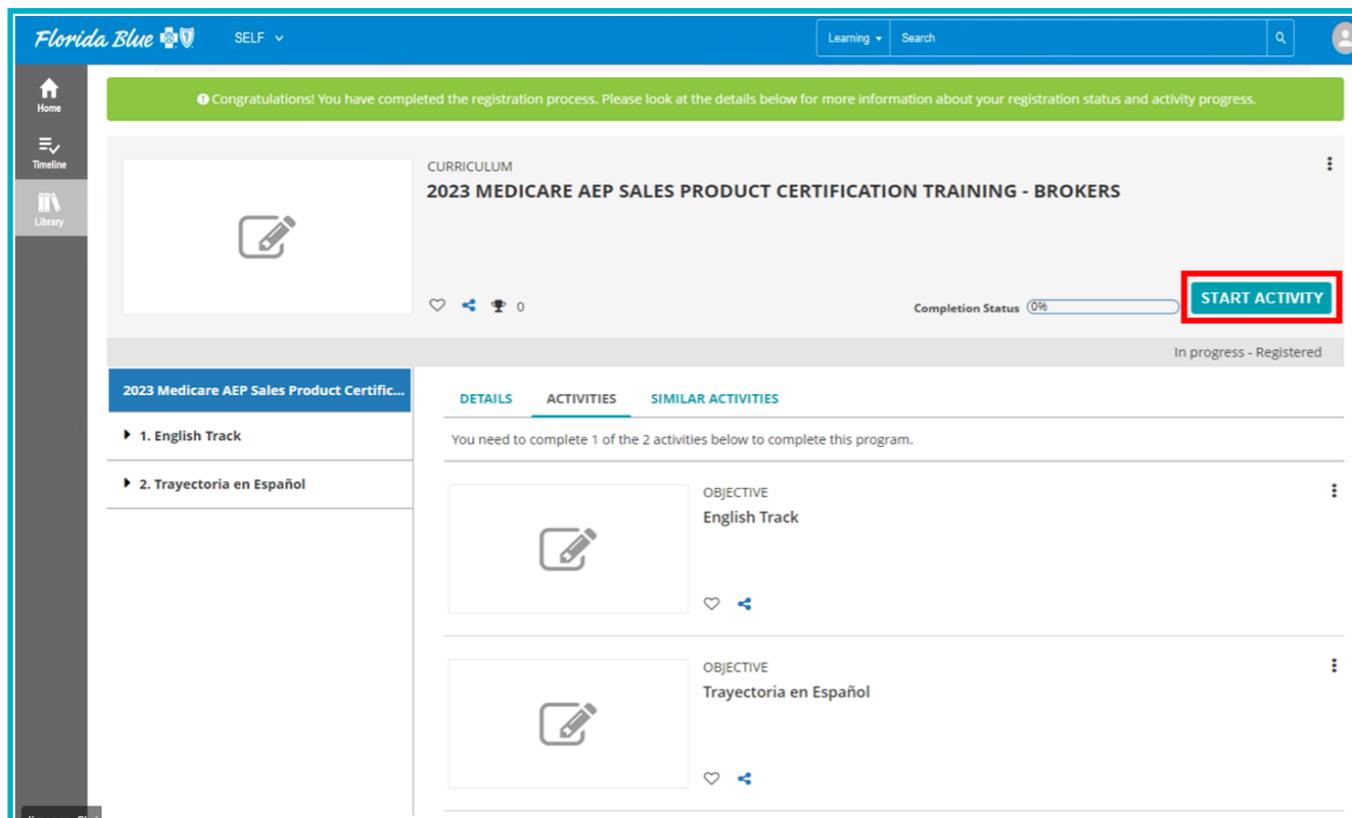
Once you have selected a track, scroll down and click **Submit**.



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.

CURRICULUM
2023 MEDICARE AEP SALES PRODUCT CERTIFICATION TRAINING - B

More Actions

- Register
- Cancel registration
- Add to development plan
- Print

Completion Status 0%

In progress - Registered

DETAILS ACTIVITIES SIMILAR ACTIVITIES

You need to complete 1 of the 2 activities below to complete this program.

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.

Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

Total cancellation cost of the activities below: 0
Total value of refunds: 0

Select All

Curriculum	E_FNC_01120_CUR
<input checked="" type="checkbox"/> 2023 Medicare AEP Sales Product Certification Training - Brokers	
Objective	E_FNC_01120_CUR_ES
<input checked="" type="checkbox"/> Trayectoria en Español	
CBT IN PROGRESS	E_FNC_01121_CBT_SPA
<input type="checkbox"/> Certificación de Productos - Corredores de Ventas	

BACK CONFIRM CANCELLATION

You've successfully canceled your registration

CURRICULUM
2023 MEDICARE AEP SALES PRODUCT CERTIFICATION TRAINING - BROKERS

Completion Status 0%

Assigned

2023 Medicare AEP Sales Product Certific... DETAILS ACTIVITIES SIMILAR ACTIVITIES

Step 7

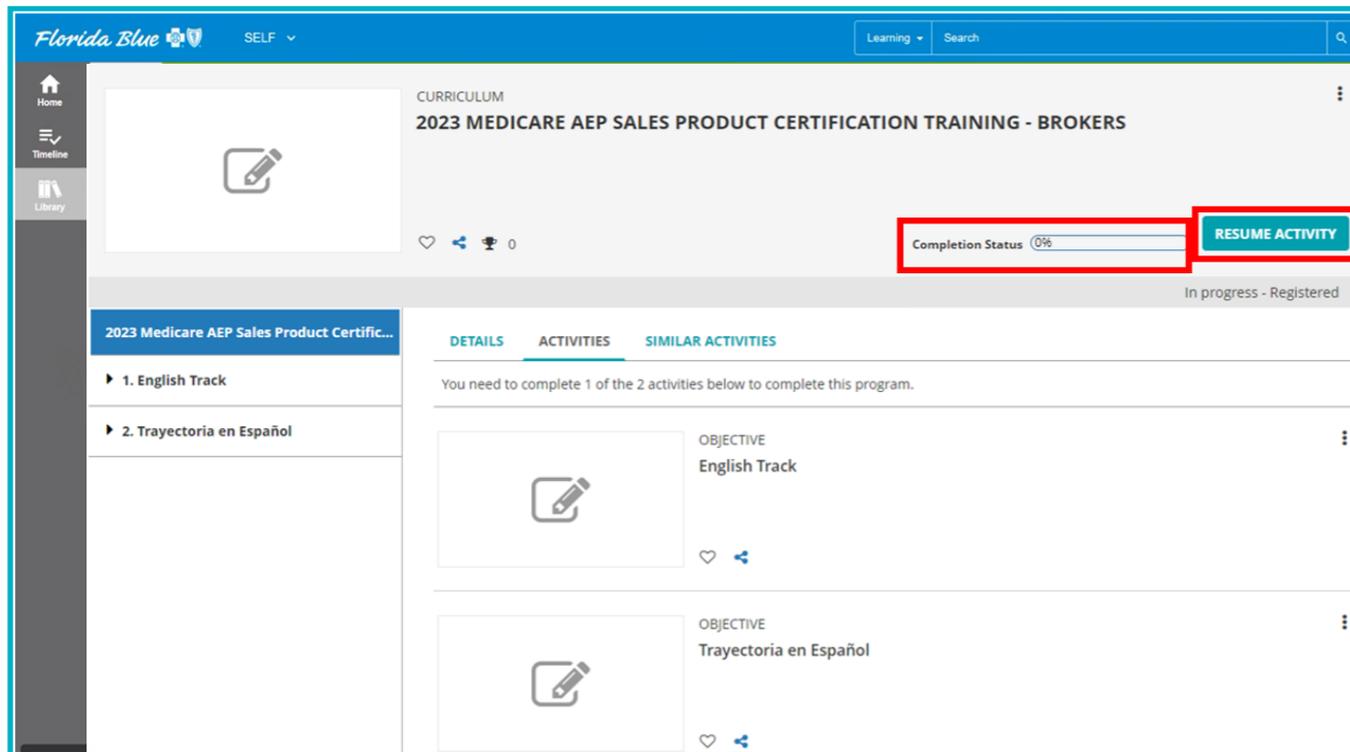
After starting the training, you can stop at any point during the lesson and return at a later time by closing the lesson, then repeating steps 1-6 when you are ready to resume the lesson.

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.

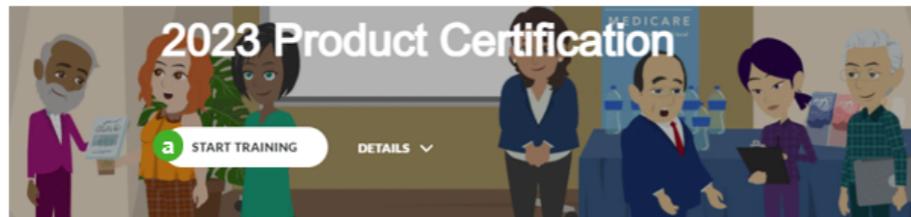
WARNING:

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

- a** Once the course page opens, begin by clicking the **START TRAINING** button



- b** 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.)

- c** You will earn a blue checkmark in the left navigation menu for each section as you complete it

- d** Any sections marked as OPTIONAL are not required, and you can still successfully complete the course should you choose to skip an optional lesson

