



CIGNA-HEALTHSPRING SALES APPLICATION COVER SHEET

Customer Name: _____

Agent Name: _____

Agent ID#: _____

Included (please check all applicable):

Application Power of Attorney (POA) Scope of Appointment Scope AVL#: _____

Number of Pages (including cover sheet): _____

INSTRUCTIONS:

All applications **must** be faxed into Cigna-HealthSpring. All faxed applications must have this Cigna-HealthSpring Sales Cover Sheet as the first page. **REMEMBER! Fax your applications within the first 24-48 hours to prevent timeliness issues.**

When faxing several applications at one time, please include a cover sheet as the first page of **each** application. If you send in three applications at once, make sure you include three cover sheets, one on top of each application. If you need additional cover sheets, visit: <http://www.cignahealthspring.com/agentresources>

Please double-check your application before faxing and confirm that you have completed and included the following checkpoints on the application. This will help prevent applications from being placed in the Request for Information (RFI) process.

- Application has been signed & dated correctly by both the Customer & the Agent
- Eligibility has been confirmed & correct plan is selected
- Medicare Number is correct (use the Customer's Medicare Card)
- First Name, Middle Initial/Name, Last Name (should be the same as on Medicare card)
- Physical Address and County (cannot be a P.O. Box number)
- Mailing Address (if different from physical address)
- Scope of Appointment Confirmation Number (AVL#) in the area provided above
- How did you obtain the application? Home Visit Seminar Office Walk-in Other: _____

Please use the appropriate market fax number listed below for faxing the application:

- Atlanta: (855) 826-3789 ➤ Illinois & Indiana: (877) 818-9225 ➤ North Carolina: (855) 826-3790
- Tennessee (includes Tennessee, North Georgia, North Mississippi & Eastern Arkansas): (877) 818-9299
- South Carolina: (855) 826-3791 ➤ Pennsylvania: (855) 246-5870
- Texas (includes Texas, Oklahoma & Western Arkansas): (877) 818-8163
- Maryland (includes Maryland, DC & Delaware): (855) 246-5867
- Alabama (includes Alabama, Florida & South Mississippi): (877) 818-8162
- Kansas City: (844) 372-4803

