# Transferring AHIP Scores

**PURPOSE:** This job aid will help External Agents to transfer your AHIP scores to Humana for your Certification or Recertification.

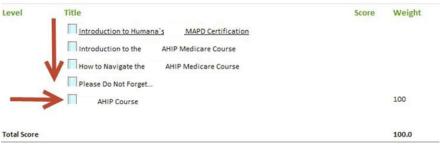
## How to Transfer Your AHIP Score to Humana

For a video on the transferring process, click HERE

### 1. Access Humana MarketPoint University

- a. To ENROLL into a course, go to "Courses Assigned to Me"
- b. To BEGIN a course, go to "Courses I Am Enrolled In" & click the launch button

### 2. Make your way through the list of modules



- **3.** When you click "AHIP Course," a new window will open (make sure your pop-up blockers are turned OFF). *NOTE: Make sure you are logged out of AHIP before clicking the "AHIP Course" link*
- 4. Login OR register on the CMP site in order to connect to AHIP
  - a. Click "AHIP MEDICARE TRAINING"

## Humana





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### 5. You will now be at the AHIP website

- a. If you have not yet started AHIP, you may be prompted to pay \$125. [Note: Career Agents employed by Humana and certain other non-career agents will not see the e-commerce site.] Once you complete the course and exam, you will be able to transmit your score to Humana and continue with the Cert/Re-cert course in the Humana MarketPoint University.
- b. If you have already taken the AHIP, you will see a list of your completed AHIP coursework and Final Exam with a GREEN checkmark next to it. Below that, you will see a TRANSMIT (or Re-Transmit) link next to "HUMANA." Click it!

	Medicare Course Home Transcript
AHIP Medicare T	raining (Recertification)
AHIP Medicare Training	u (Recertification)
▶     ■     Part 2 -       ▶     ■     ■     Part 3 -       ✓     ■     #     #     #	-
General Co	te, and Abuse mpliance
Credits Purchase additional cre	odite
	euro.
Certification AHIP Medicare Certification	rtification
Completion Transmissio	
Humana (Brokers	) transmitted 03/10/2017 ( <u>Re-transmit)</u> arm) transmitted 11/21/2016 ( <u>Re-transmit)</u>

## VOILA! Once we have your score, you can continue with the rest of your online Humana (re)certification coursework!

Level	Title	Score Weight
completed	MAPD Recertification Course Introduction	N/A
Part	AHIP Training Course	
completed	Introduction to AHIP	N/A
completed	How to Navigate the AHIP Medicare Course	
completed	A Friendly Reminder	
completed	AHIP Course	100.00

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## WINNING TIPS:

- Internet Browser (Internet Explorer 7-11) You may need to change Compatibility View Settings when using higher versions of IE.
- AHIP's passing score is 90% within 3 attempts
- Be sure your correct SAN is showing on CMP profile Humana's AHIP Medicare Training Portal
- If you've been logged into the Humana MarketPoint University for too long, it may time out. Start from the beginning by logging into Humana MarketPoint University using the correct internet browser.
- If you are not able to transfer your score after following these steps, or need any other assistance, please contact Humana Agent Support at 800.309.3163.

