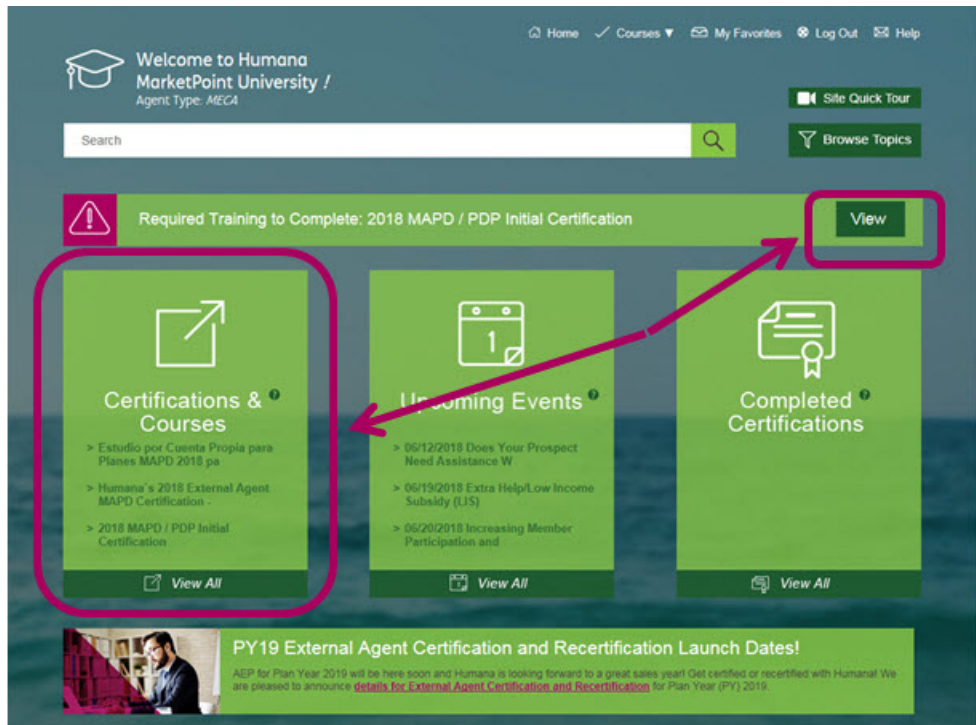


Accessing AHIP and Transferring AHIP Scores

PURPOSE: This job aid will help agents access AHIP training from Humana MarketPoint University (HMU) to transfer AHIP scores to Humana for your certification or recertification training.

How to Access AHIP and Transfer Your AHIP Score to Humana

Access Humana MarketPoint University via the Humana Vantage Agent Portal. Once you enter Humana MarketPoint University, you can access your certification or recertification course through the top homepage alert or in “Certifications & Courses”



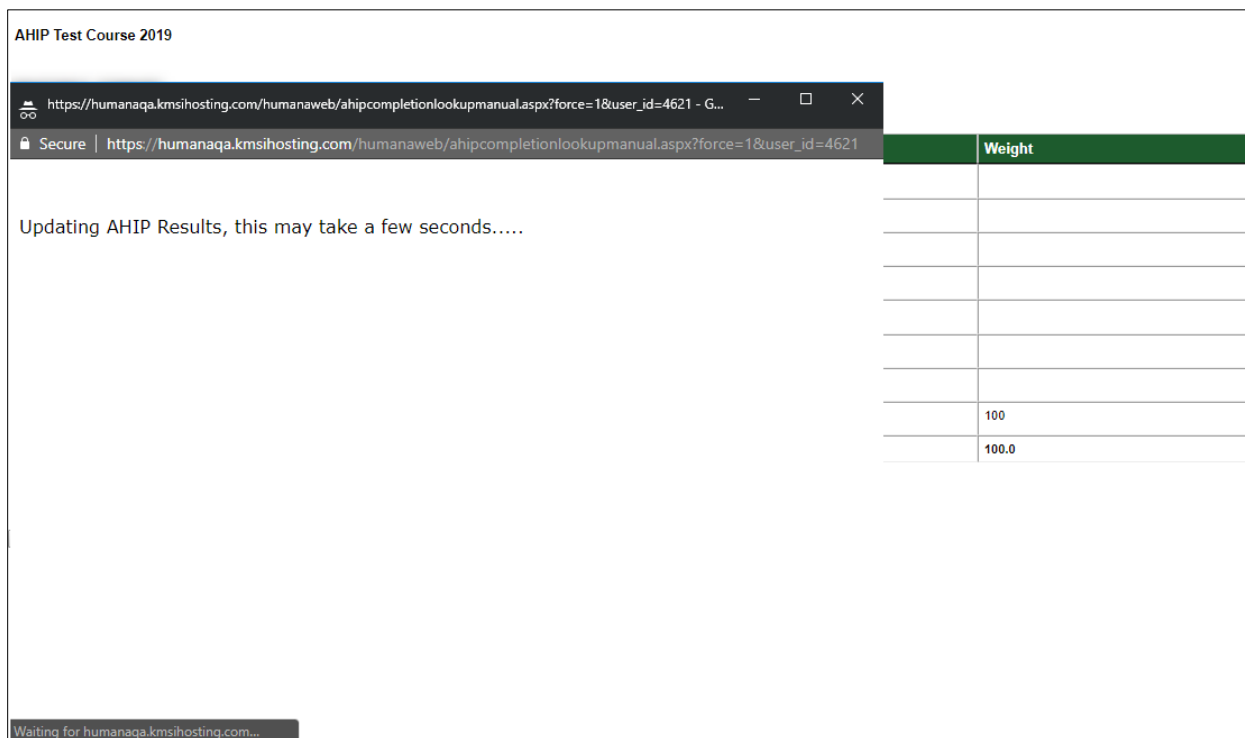
Make your way through the list of modules until you can click the “AHIP” link.

Level	Title	Score	Weight
	Introduction to Humana's [] MAPD Certification		
	Introduction to the [] AHIP Medicare Course		
	How to Navigate the [] AHIP Medicare Course		
	Please Do Not Forget...		
	[] AHIP Course		100
Total Score			100.0

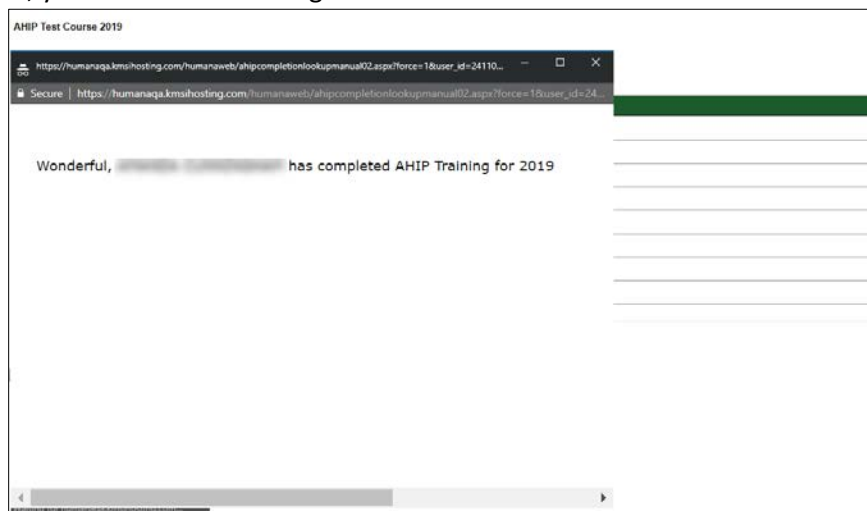
When you click “AHIP,” a new window will open (make sure your pop-up blockers are turned OFF).

NOTE: Make sure you are logged out of AHIP before clicking the “AHIP” link

HMU will first look to see if you have completed the current plan year AHIP training (must pass within the first 3 attempts) as shown below.



If AHIP is already completed, you will see the message below.



Click the “Return” button at the bottom of the page to return to the course outline

When you return to the course, the AHIP score and status will be in the course and you can continue with their training.

AHIP Test Course 2019			
Level	Title	Score	Weight
Part	Part 1		
	Welcome to Humana's Certification		
	How to Navigate Through AHIP		
PASSED	AHIP 2019	100	
Part	Part 2		
	MAPA Introduction		
	How to Download MAPA Instructions		
	MAPA Test Question		100
Total Score		0.0	100.0

The Passing Grade for this Course 90%

Refresh Close

If AHIP has not yet been completed you will be redirected to the AHIP website.

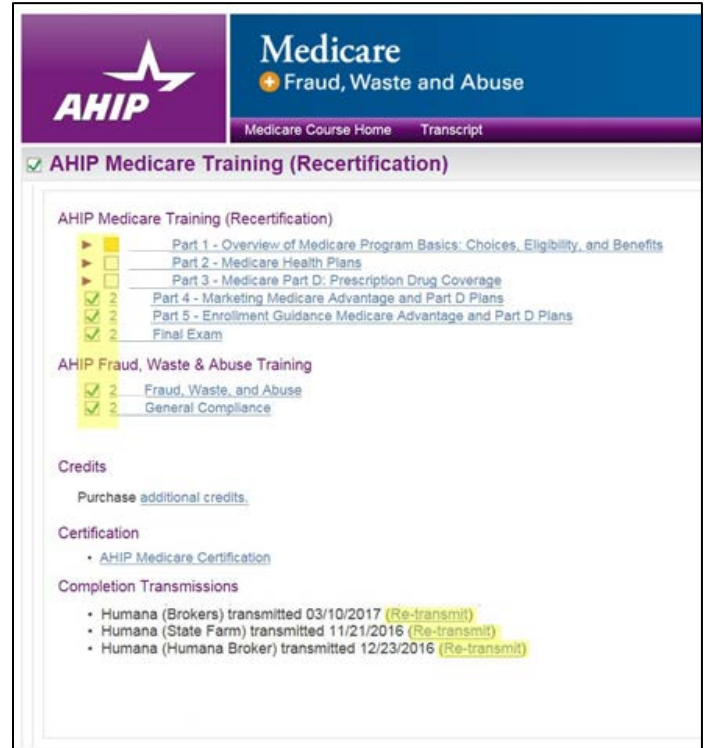
- **Already have an AHIP account?**
Login using your NPN and AHIP account password or
- **New to AHIP?**
Please register by clicking the **Create a New Account** button.

Enroll in the Medicare training.

If you have not yet started AHIP, you may be prompted to pay \$125 (discounted rate for contracted Humana agents). *Note: Career Agents employed by Humana and certain other non-career agents will not see the same e-commerce site.*

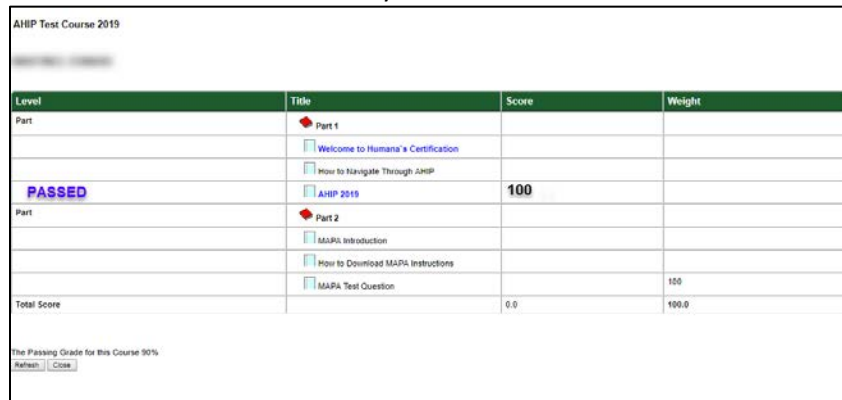
Once you have completed AHIP, you will see a list of your completed AHIP coursework and Final Exam with a GREEN checkmark next to it. Below that, you will see a TRANSMIT (or Re-Transmit) link next to "HUMANA." Click it!

Click the Return button in lower left corner of the browser window to return to your course.



The screenshot shows the AHIP Medicare Training (Recertification) course page. The top navigation bar includes the AHIP logo and the Medicare Fraud, Waste and Abuse title. The main content area lists the course modules, all of which are marked as completed with green checkmarks. The 'Final Exam' link is highlighted. Below the modules, there are sections for 'Credits', 'Certification', and 'Completion Transmissions'. The 'Completion Transmissions' section lists three entries, each with a 'Re-transmit' link highlighted in yellow.

Once we have your score, you can continue with the rest of your online Humana Certification or Recertification coursework! ☺



Level	Title	Score	Weight
Part 1	Part 1		
	Welcome to Humana's Certification		
	How to Navigate Through AHIP		
PASSED	AHIP 2019	100	
Part 2	Part 2		
	MAPA Introduction		
	How to Download MAPA Instructions		
	MAPA Test Question		100
Total Score		0.0	100.0

The Passing Grade for this Course 90%

Refresh Close

If your score did not transfer, simply click the AHIP link again and HMU will check for your score and pull it into the course.

WINNING TIPS:

AHIP's passing score is **90%** within 3 attempts. If AHIP was completed beyond the first 3 attempts, the score will not transfer. Agents will be notified of Humana's policy and will be shown their first three test attempt scores.

If you've been logged into the Humana MarketPoint University for a long time, it **may time out**. Click the AHIP link again from the course outline and HMU will pull your AHIP score into the course.

If you are not able to transfer your score after following these steps, or need any other assistance, please contact Humana Agent Support at 1-800-309-3163.