

› HumanaOne Paper Application Checklist

Contact information:

› Fax Applications to:
1-866-217-2122

› For Agents
Agent Service Center
1-800-833-2572

› For Applicants
Agency Application Team
1-800-552-0758

To ensure faster processing, please follow these tips when submitting a paper application.

- Ensure you are contracted with Humana, licensed in the state the applicant resides, and appointed with Humana at the time the application is sold.
- Keep the original application and submit a faxed copy to the HumanaOne Paper Application team at 1-866-217-2122.
- Your packet includes state-specific information which you are required to share with your client based on their insurance needs. Please be sure to carefully review these forms and provide them to your client before beginning their application. If you have any questions about how these forms are to be used, please contact the Agent Service Center at 1-800-833-2572.
- For applicants without current or prior coverage (within the last 63 days), effective dates may be no earlier than 30 days after the application is received by Humana.
- Submit all pages of the most current application and any additional state-specific documents.
- Complete and clearly print Agent/Broker/Producer information, including Agent listed, Agent name, Agent SAN, and Agent signature.
- The effective date should be "mm/dd/yyyy." If you include "ASAP" or "immediate" we'll call to ask for the requested effective date.
- Clearly write the name of the plan, including deductible, and all options checked "yes" or "no."
- Provide all applicant/dependent information including names, dates of birth, heights, weights, and contact information.
- If an applicant answers "yes" to any health question, then the "Additional Information" section must be completed.
- If the applicant answers "yes" to questions 1 or 2, please also include the condition.
- An applicant's signature and responses to health questions will not be accepted if crossed-out and/or correction fluid is used to change original information.
- Alternate payers and any applicant 18 years or older must sign and date before the application is submitted.
- Do not use agent payment information, or business payment information (except for sole proprietors). Please note that in Florida we cannot accept any business payments, whether or not the business is a sole proprietorship.

Please note: When a standard offer is made, the policy is auto-issued. Underwriting will not send additional documents.

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