



Signature for MA Auto Renewal Form (Response Required)

06/12/2015

This NEWS FLASH is being issued to inform staff that a signature is required for an MA auto renewal (response required).

Complete the following in Health-e-Arizona Plus (HEAplus) when the customer responds to the renewal but fails to sign the auto renewal form (response required):

1. Review the auto renewal form (response required) for any changes reported by the customer.
2. Go to Case Summary and select “Process Application”.
3. Select the “Program Selection” battery and update the application received date field to match the date the customer returned the auto renewal form (response required).
4. Update HEAplus with the changes reported by the customer by going to the batteries related to the reported changes.
5. When you have keyed all the reported changes, select “Signature Option for Medical Programs”, located under the “Medical Eligibility Results” battery.

	Medical Eligibility Results	
	Eligibility and Enrollment Confirmation	View
	Current Health Condition	View
	Insurance Information	View
	Health Plan Selection	View
	Signature Option for Medical Programs	 View
	Declarations for Medical Programs	View



6. Select "I will print the Rights & Declarations and fax them with the fax cover sheet provided at the end of the application process" and click "Next".

Signature Option for Medical Programs Notes

Signature Option
Please select a method for submitting your signature from the options below.

- I will print the Rights & Declarations and fax them with the fax cover sheet provided at the end of the application process
- I will record a voice signature
- I will use an electronic signature

7. Select "Not Signed - Generate Signature Request on RFI".

Declarations for Medical Programs Notes

Signature:
Important! Only the applicant or the applicant's authorized representative can sign this application.

Please enter the date the declaration was signed

Application was signed by:

- Wanda Friday (Self)
- Fred Friday (Husband)
- Not Signed - Generate Signature Request on RFI

NOTE: If there were any member changes that required another person to also sign the application, this process will automatically list them on the RFI.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.
Please consider the environment before printing this broadcast.

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