

CARRIER EVENTS REPORTING GUIDE – 10.21.2024

Carrier	Reporting Template and Email Address	What Type of Events Need Reported	Submission Deadlines
United Healthcare	Use UHC's event request form located in Jarvis, under Sales Tools>>Meeting Resources If agents have trouble with the form, the Producer Help Desk is available: 888-381-8581, M-F, 7am to 9pm CST It is non-compliant to conduct an unreported/late marketing/sales event	Sales	All events must be received into UHC's event reporting application and no less than 7 calendar days prior to the date of the event
Aetna	Sales and educational events are handled by contacting your Broker/Manager in the area of the event. Retail events can also be scheduled in ThinkAgent. https://app.thinkagent.com/sign-in	Sales and Educational	Prior to advertising or 10 calendar days prior to the event, whichever is earlier
Elevance Health	Use the Sales Event Tracker form:  SET Move to PTB_ABS 5.13.24.pdf Producer Toolbox.	Sales and Educational	Report prior to advertising
Cigna	Use Sales Event Log Template and submit via Salesforce:  Salesforce Events_2024.pdf	Sales and Educational	Events are to be submitted by the 15 th of the month prior to the event. 10 day advance notice is required
Humana	Agents must complete the Humana Partner Marketing Event Request form for all sales/marketing and educational events:	Sales and Humana Branded Educational	New seminar requests must be entered 15 days in advance. Event requests must be entered 7 days in

	https://forms.office.com/r/UnBdkqG6tG		advance. Allow for extra time during AEP. We cannot enter past events
Wellcare	Required to report event on an Event Request Template that must be completed and submitted by email to your District Sales Manager for approval at one of the regional offices listed below:  Event Request Template MASTER 1 By Region: WestCoastEvents@centene.com NERegionEvents@centene.com MidWestEvents@centene.com SouthEastEvents@centene.com SouthCentralEvents@centene.com	Sales and Educational	For sales events, lead/approval time for advertising: at least 10 days prior to the date of the event Allow for extra time during AEP

IT IS THE RESPONSIBILITY OF THE AGENT TO FILE EVENT NOTICES AND/OR ANY CANCELLATIONS WITH CARRIERS. The above is subject to carrier change and you should always check the carrier's website/sales portal for the most current procedures.