

For brokers and producers only

Date: August 22, 2019

Market: **CareFirst MedPlus Medicare Supplement Sales**

Reminder: Broker Acknowledgment Form Required on CareFirst MedPlus Medicare Supplement Sales

As a reminder to our brokers, a [Broker Acknowledgement Form \(BAF\)](#) is required on all CareFirst MedPlus Medicare Supplement sales. The BAF verifies that the broker has provided the appropriate documents to the subscriber, including the *Outline of Coverage* and the *Guide to Health Insurance for People with Medicare*.

Application process:

- If an applicant applies online through the Agent iStore, the BAF populates automatically through the application process.
- If an applicant applies with a paper application:
 1. The broker and the applicant must both complete the application *and* the BAF.
 2. The paper application and the BAF must be mailed or faxed individually (e.g., two separate faxes*).

Mail - Please send to CareFirst's Lexington, KY address:

Mailroom Administrator
P.O. Box 14651
Lexington, KY 40512

Fax - Please fax to:

410-505-2901 or toll free, 800-305-1351

***Always fax the application *first*, followed by the BAF in the second fax.** This ensures the broker is correctly identified and associated with the subscriber's application. If the documents are not faxed in this order, the broker will receive a letter from CareFirst's enrollment team requesting the BAF.

For more information

If you have any questions, please contact your Consumer Government Programs broker sales representative.