

## Be Sure to Submit Your Paper Enrollment Applications Accurately

Avoid processing delays by submitting paper enrollment applications to the correct enrollment center. Review the [\*\*2017 Plan Year Paper Enrollment Application Submission Methods\*\*](#) to help ensure you use the correct fax number or overnight delivery address based on plan.

### **Fax is preferred submission method**

Before you submit your first enrollment application for 2017, double check your fax speed-dial numbers to ensure you have the accurate number programmed.

#### **New for 2017!**

Submit **2017 Sierra Spectrum (Utah only), Medica Healthcare** Medicare Advantage, and **Symphonix** PDP enrollment applications to Xerox: Fax (preferred method): 501-262-7070 or 866-994-9658 or via overnight delivery: UnitedHealthcare Medicare Enrollment; Attn: Xerox; 3315 Central Avenue; Hot Springs, AR 71913

Note: Do not submit **2016 Sierra Spectrum®** or **Medica Healthcare** applications to Xerox.

#### **Reminders**

- Fax all **Scope of Appointment forms to Xerox (only) at 866-994-9659** even if the enrollment application goes to a different enrollment center
- Submit paper applications within **24 hours** of receipt
- **Avoid a compliance infraction** and coaching by carefully submitting applications to the correct enrollment center

#### **Contact**

If you have additional questions, contact the Producer Help Desk (PHD) at [phd@uhc.com](mailto:phd@uhc.com). Submit compliance questions to [compliance\\_questions@uhc.com](mailto:compliance_questions@uhc.com).