

## **Medicare Agent Locator Tool**

The state has added a feature to the locator tool that will allow consumers to search for local Medicare agents.

In order to be listed as a Medicare agent on the locator we are asking agents to submit specific documentation and participate in a short webinar and test.

Note this is a voluntary process, so agents are not required to go through this process unless they choose to opt in. If you do not participate, however, your listing on the locator tool will not indicate that you provide Medicare assistance.

### **Required documentation:**

- Include the Code of Conduct language below and acknowledge agreement
- Current AHIP certification
- Documentation showing current appointment with 2 Medicare carriers
  - A certificate or email from the insurer showing you are authorized to sell policies by that company
- Medicare health insurance experience for at least 2 years
  - An AHIP certificate from 2 years ago, or documentation from an insurer from over 2 years ago
- No confirmed complaints with the Oregon Insurance Commissioner
- Address of your storefront or home-based location
- Email this documentation to [agents.marketplace@Oregon.gov](mailto:agents.marketplace@Oregon.gov) with “Agent Locator/Medicare” in the subject line.

Once all of the above are submitted and verified, you will be given access to the webinar training (15-20 minutes of key highlights) and testing program. Passage of the test with 80% or better score will initiate the process for adding your name in the locator tool.

### Code of Conduct:

- I will follow all of the guidelines spelled out by the Marketplace for participation.
- I will keep all of my required certifications & appointments up to date and current.
- I will follow all of the rules and regulations set forth by CMS regarding the sale of Medicare plans.
- I will place client needs first and foremost.

By agreeing to the above, I also understand that my participation can be terminated at the discretion of the Marketplace.