

Mailing addresses and fax numbers for 2015 Aetna and Coventry Individual Medicare enrollments

This flyer contains a quick list of all mailing addresses and fax numbers you can use to submit 2015 Aetna and Coventry Individual Medicare enrollments (MA, MAPD, PDP). Make sure you submit enrollment applications to the correct location.

Please see our 2015 enrollment instructions flyer on [Producer World](#) or the [Broker Portal](#) for a complete list of enrollment options, including the Ascend virtual sales office app.

For 2015 Aetna MA/MAPD/PDP plans

Aetna Medicare Broker Enrollment Team
P.O. Box 14088
Lexington, KY 40512-4088
Fax: 1-866-441-2341
Email: MedicareEnrollmentTransactions@aetna.com
(For email, follow instructions on page 2)

For 2015 Coventry Part D plans

First Health Part D
P. O. Box 7763
London, KY 40742-9727
Fax: 1-866-415-2232

For 2015 Coventry MA/MAPD plans

Local Market	States	Address/Fax
Big Sky	Utah	Altius Health Plans 10421 South Jordan Gateway, Suite 400 South Jordan, UT 84095 Fax: 1-866-421-7936
	Wyoming	
Deep South	Georgia	Coventry Health Care 1100 Circle 75 Parkway, Suite 1400 Atlanta, GA 30339 Fax: 1-866-373-0276
	Louisiana	Coventry Health Care 3838 North Causeway Blvd, Suite 3350 Metairie, LA 70002 Fax: 1-855-799-5395
Florida	Central/North Florida	Coventry Health Care PO Box 30022 Tampa, FL 33633-0042 Fax: 1-866-669-5604
	South Florida	Coventry Health Care 1340 Concord Terrace Sunrise, FL 33323 Fax: 1-877-573-0074
Great Lakes	Illinois – North/Central	Coventry Health Care 2110 Fox Drive, Suite A Champaign, IL 61820-7592 Fax: 1-866-669-2344
Heartland	Arkansas Kansas – KC Metro/Central Missouri – Northwest Oklahoma	Coventry Health Care 9401 Indian Creek Parkway, Suite 1300 Overland Park, KS 66210 Fax: 1-855-426-6556
	Arkansas Kansas – Southeast Missouri – West Oklahoma	Coventry Health Care 4520 S. National Springfield, MO 65810 Fax: 1-877-819-9167

Local Market	States	Address/Fax
Keystone	Pennsylvania West Virginia	Coventry Health Care 11 Stanwix Street, Suite 2300 Pittsburgh, PA 15222-1344 Fax: 1-877-494-1083
Mid South	North Carolina	Coventry Health Care 2801 Slater Road, Suite 200 Morrisville, NC 27560 Fax: 1-866-799-9435
Midlands	Iowa Nebraska South Dakota	Coventry Health Care 4320 NW114th Street Urbandale, IA 50322 Fax: 1-866-533-1953
Ohio/Kentucky	Ohio	Coventry Health Care 550 Maryville Centre Drive St. Louis, MO 63141-5818 Fax: 1-877-819-9164
Show Me	Illinois – South	Coventry Health Care 2110 Fox Drive, Suite A Champaign, IL 61820-7592 Fax: 1-866-669-2344
	Missouri – East	Coventry Health Care 550 Maryville Centre Drive, Suite 300 St. Louis, MO 63141-9642 Fax: 1-866-669-5578
Texas	Texas	Coventry Health Care 3900 Rogers Road San Antonio, TX 78251 Fax: 1-855-367-4260

How to submit Aetna applications via email

You can submit Aetna MA/MAPD/PDP applications by email. Email is not an option for Coventry applications.

Just scan and save the paper application, Scope of Appointment, and any required paperwork, as a single document in an approved file format (see below). Attach the file to an email message and send.

If all requirements are met, you'll receive an automatic email confirmation. Confirmations will include a date and time stamp from your original email, and the total number of attachments sent.

If all requirements are not met, you'll receive an automatic email rejection. The email will indicate why the transaction was rejected so that you can make corrections and resubmit.

Requirements:

- We recommended one applicant (and one attachment) per email. However for greater efficiency, up to five applicants/attachments per email are allowed.
- Email attachments cannot exceed 7 pages each.
- The email body cannot contain embedded images, graphics or logos.
- Approved file formats include .bmp, .csv, .doc, .docm, .docx, .htm, .html, .jpg, .mdi, .msg, .pdf, .ppt, .pptm, .pptx, .rtf, .tif, .xls, .xlsm, .xlsx, .xps, .zip.

Producers must be licensed in the applicable state, appointed by Aetna and/or Coventry, and certified prior to engaging in the sale of Aetna or Coventry products. This communication is intended for use by brokers only and is not intended for distribution to Medicare beneficiaries. Any publication or distribution of this communication to unauthorized recipients without Aetna's approval is prohibited.

www.aetna.com