



2015 Individual Plan Agent of Record Retroactive Appointment Designation Form Fact Sheet and FAQ

General Information

A new bill was passed in the 2015 legislative session that allows a consumer to retroactively select and designate an agent/broker for their individual **MNSure Individual policy enrollment** with an effective date of January 1, 2015 through July 31, 2015. MNSure is required to provide a standard form for this purpose and accept and submit forms that meet the requirements to the carrier in which the consumer enrolled.

The Individual Plan AOR Retroactive Appointment Designation form must be used to capture any individual plan agent of record retroactive appointments pursuant to [Minnesota Statutes, section 62V.051](#). Please see the [instruction guide](#) for more information.

MNSure will process retroactive appointment designation AOR forms for policy effective dates of January 1, 2015 through July 31, 2015.

Please note: Consumers that have prospective policy effective dates including those with plan effective dates of August 1, 2015 through December 1, 2015 will use the existing [2015 Individual Plan AOR form](#).

Retroactive Appointment Designation Form Deadlines

MNSure Retroactive Agent of Record forms will be accepted by MNSure July 1, 2015 through July 31, 2015. Retroactive AOR forms received in our office after July 31, 2015 will not be processed.

Forms

The Individual Plan Agent of Record Retroactive Appointment Designation Form can be found on [Broker One Stop](#). It is a fillable and printable PDF. Please review the [instruction guide](#) for information on how to complete the form.

****If consumer is enrolling on both medical and dental coverage through MNSure, a separate form for each is required. One will be sent to the medical Carrier and one will be sent to the dental Carrier.***

Where to Send this Form

MNsure
81 East 7th St., Suite 300
Saint Paul, MN 55101

Contact Us

If you have any questions please [contact](#) MNsure's dedicated broker line team via our inquiry web form or by phone at (844) 520-8695 [press 1 for the broker line team].

Frequently Asked Questions

Q. What is the difference between the 2015 Individual AOR form and the 2015 Individual Plan Agent of Record Retroactive Appointment Designation Form?

A. The Individual Plan Agent of Record Retroactive Appointment Designation Form is a new form to be used **only during the period of July 1, 2015 through July 31, 2015** pursuant to [Minnesota Statutes, section 62V.051](#). The current 2015 Individual AOR form is for all other agent of record submissions that will not require a retroactive appointment to be applied to a consumer's account.

Q. I've already sent in a 2015 Individual Plan AOR form to the carrier, do I need to fill out an Individual Plan Agent of Record Retroactive Appointment Designation Form?

A. No. Individual Plan Agent of Record Retroactive Appointment Designation Forms are to be filled out if:

1. The consumer **has not** already designated an agent/broker on their account.
2. A 2015 Individual Plan AOR form hasn't already been submitted to the carrier for a January 1, 2015 to July 31, 2015 effective date.

Q. I sent the completed Retroactive AOR form to MNsure and want to know where it is in the process.

A. Please wait at least 3-5 business days for processing before contacting MNsure directly. The broker line will be able to confirm if a Retroactive AOR form has been received and information has been sent to the carrier in which the policy holder is enrolled.

Q. Where do I call to confirm that the Retroactive AOR form I sent was received?

A. Contact the MNsure Broker Service line at (844) 520-8695. Please allow at least 3-5 business days for processing.

Q. My client enrolled on a MNsure health plan as well as a MNsure dental plan do I need to send in a Retroactive AOR form for both?



A. Yes, two Retroactive AOR forms will be required for your client. If all requirements are met, MNsure will send the information to both the medical plan Carrier and to the dental plan Carrier.

Q. I assisted clients that qualified for MinnesotaCare and Medical Assistance. Do I submit an Individual Plan Agent of Record Retroactive Appointment Designation Form for them to the Carrier?

A. No, there is no compensation from Carriers for individual plans that are not QHP/QDP.

Q. When can I expect to be compensated?

A. Please wait at least 5-10 business days prior to contacting the Carrier for which your client enrolled directly. The Carrier will be able to let you know when to expect commission payments.

Q. I accidentally sent to the Individual Plan Agent of Record Retroactive Appointment Designation Form to the Carrier? What will happen with the form?

A. The Retroactive AOR form will be forwarded to MNsure for processing. Please note: retroactive forms must be date stamped (and all other requirements must be met) by July 31, 2015 at the carrier's office in order for MNsure to process.

Q. Can I use this form for the small group that I enrolled through SHOP?

A. No. This form is only for individual plan enrollments for the specified period of July 1, 2015 through July 31, 2015.

