

Health Plans Check List



To ensure your clients' applications go through smoothly, please make sure these best practices are followed.

 **Membership –**

Memberships must be paid before an application will process. You can check the status in Homefield.

 **Medical Records –**

Medical records must be submitted with an application for ANYONE who is over 40 and under 25 months.

 **HP Payment –**

Members pay the first payment by check, credit card or the online portal [link](http://www.kfbhealthplans.com). (www.kfbhealthplans.com to make a payment)

 **Height/Weight –**

Accurate height and weight numbers are essential. Guessing can impact rates and insurability.

Erin Petersilie, KFB Health Plans Manager

petersiliee@kfb.org | 785-346-6185

Agent Hotline: 1-833-282-5558 | agenthotline@fbhpservices.com

Customer Service: customerservice@fbhpservices.com