
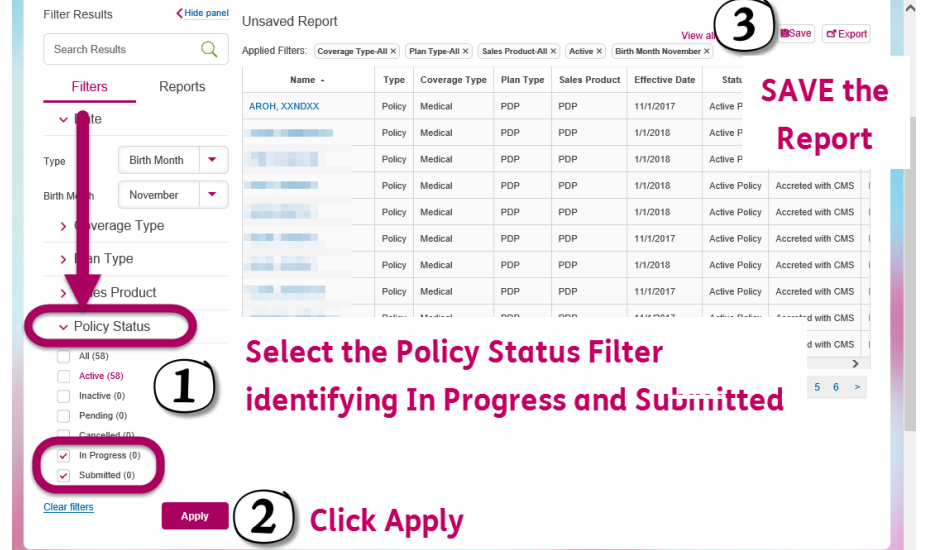
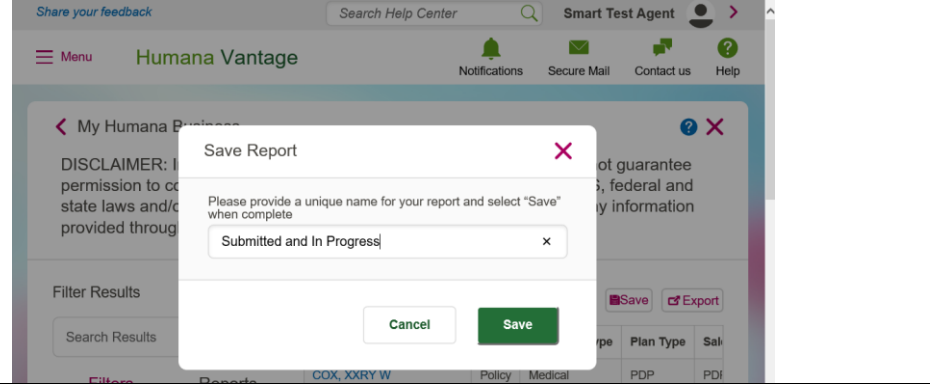
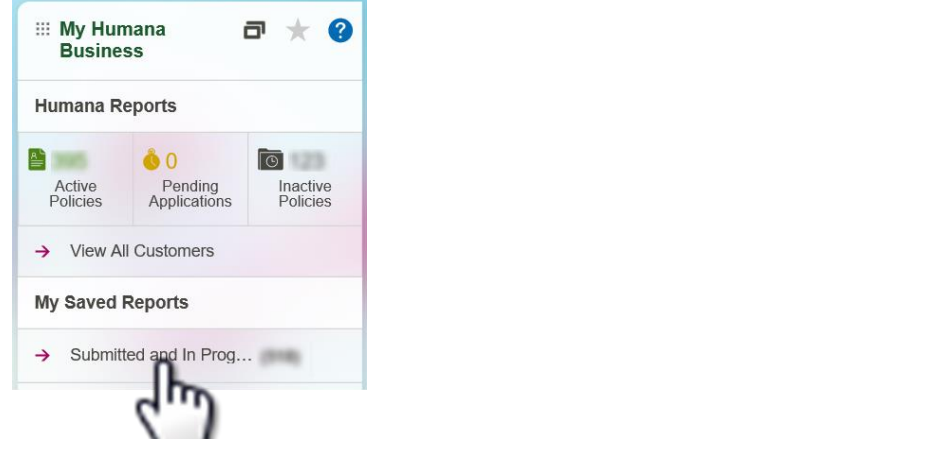


My Humana Business – Creating Submitted & In Progress Report

PURPOSE: This job aid provides instructions for creating a report to check submitted and in progress applications. Once created and saved this report would be available to be run as needed to check on submitted and in progress applications.

SCOPE: All Agents

Creating a report to check Submitted & In Progress:

<p>Begin by viewing All Customers</p>	
<p>Under Filters</p> <ol style="list-style-type: none"> Select the Policy Status Filter and check (identify) <ol style="list-style-type: none"> In Progress Submitted Click Apply at the bottom Save the report 	 <p>1 Select the Policy Status Filter identifying In Progress and Submitted</p> <p>2 Click Apply</p> <p>3 SAVE the Report</p>
<p>Name the saved report so you can run it as needed.</p> <p>Suggested name: Submitted and In Progress</p>	
<p>Once saved the report can be run whenever needed by clicking on the report name under the list of My Saved Reports.</p> <p>NOTE:</p> <ol style="list-style-type: none"> Information is updated daily in Humana Vantage – My Humana Business Center. Paper applications may take several days before entered into the system as being received. 	

Process complete