

Scope of Sales Appointment Confirmation Form

The Centers for Medicare and Medicaid Services requires agents to document the scope of a marketing appointment prior to any face-to-face sales meeting to ensure understanding of what will be discussed between the agent and the Medicare beneficiary (or their authorized representative). All information provided on this form is confidential and should be completed by each person with Medicare or his/her authorized representative.

Please initial below beside the type of product(s) you want the agent to discuss.
(Refer to page 2 for product type descriptions)

- initial* **Stand-alone Medicare Prescription Drug Plans (Part D)**
- initial* **Medicare Advantage Plans (Part C) and Cost Plans**
- Dental/Vision/Hearing Products**
- Hospital Indemnity Products**
- initial* **Medicare Supplement (Medigap) Products**

READ { By signing this form, you agree to a meeting with a sales agent to discuss the types of products you initialed above. Please note, the person who will discuss the products is either employed or contracted by a Medicare plan. They do not work directly for the Federal government. This individual may also be paid based on your enrollment in a plan. Signing this form does NOT obligate you to enroll in a plan, affect your current enrollment, or enroll you in a Medicare plan.

sign X

Beneficiary or Authorized Representative Signature and Signature Date:	
Signature: _____	Signature Date: _____
If you are the authorized representative, please sign above and print below:	
Representative's Name: _____	Your Relationship to the Beneficiary: _____

Print your name X

To be completed by Agent:	
Agent Name: Theresa Cangemi	Agent Phone: 315-676-4933
Beneficiary Name: _____	Beneficiary Phone: _____
Beneficiary Address: _____	
Initial Method of Contact: (Indicate here if beneficiary was a walk-in.) Phone	
Agent's Signature: Theresa Cangemi	
Plan(s) the agent represented during this meeting: MAPD, Rx, Supplement	Date Appointment Completed: _____
[Plan Use Only:]	
Agent, if the form was signed by the beneficiary at time of appointment, provide explanation why SOA was not documented prior to meeting:	

*Scope of Appointment documentation is subject to CMS record retention requirements *
A Coordinated Care plan with a Medicare Advantage contract and a Medicare-approved Part D sponsor

Theresa's Fax 866-476-1211