Hello

.

* ALL applications that fall within the MAPD, PDP, and SNP category need to be submitted within **24 hours** of the application being written.
* You can **securely** email it in a PDF format to ADMIN@FJINS.NET. Please make sure you are tracking the cc email when we submit to the appropriate company. If you don’t see that happen within 24 hours, please call us immediately to make sure it was sent.

If you are not already emailing us securely **PLEASE** use this link

<https://www.medi-solutions.org/contactsecure.php>

to upload the applications. It is **mandatory** that we receive any email with private information **securely**.

* You can also fax the app to 732-308-4555 / 732-984-9450.
* When emailing, put the clients name in the subject line along with the app type, i.e. Jane Smith UHC MA. Please only send 1 application per email. If you send more than 1 application in an email it could possibly be missed and we do not want that to happen.
* Please make sure to take a look at any emails you receive with the subject line: **REQUIREMENT** FW: Jane Smith. This is an indication that we need something further before we can submit the app to the company. **We cannot submit the app until we’ve received the requirement.**
* Finally, as most of us living in the realm of MAPD’s know, there are no weekends in Medicare’s eyes, if you are working, so are we, **weekends included**.

**Concerning Horizon online apps** – Please send me the confirmation and basic information with the scope ( that night / next morning ) as I need to confirm a report that I receive from Horizon every day.