GOLD KIDNEY HEALTH PLAN

Gold Kidney Broker Portal

How to Submit a 2025 Enrollment Application

This job aid will guide you through the process to submit a new enrollment in the Gold Kidney Broker Portal.

Login to the Gold Kidney Broker Portal

Accessing the Gold Kidney Broker Portal via the Gold Kidney website

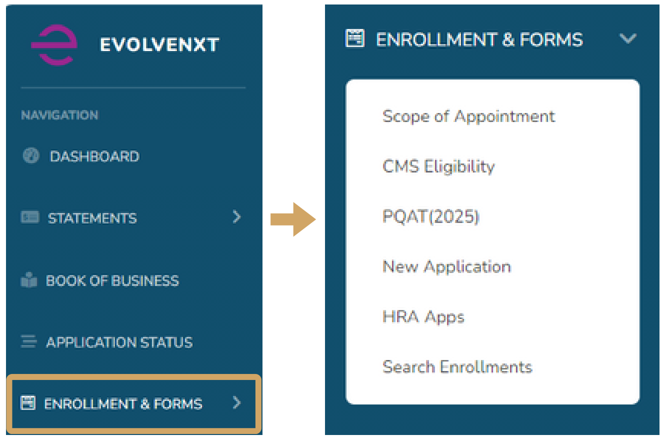
- Go to the Gold Kidney Health Plan website: www.goldkidney.com
- Select **Brokers** from the navigation bar
- Under **Contracted Brokers**, click on *Login to Portal.*
- You will be directed to the Gold Kidney Broker Portal login page.

Accessing the Gold Kidney Broker Portal directly

- Go to the Gold Kidney Broker Portal website: https://gkhp.evolvenxt.com/

Enrollment Process

- Upon logging into the Broker Portal, you will be on the Dashboard.
- To begin a new enrollment, click on **ENROLLMENT & FORMS** in the navigation panel to the left.
- You will see the following required steps in the enrollment process:
    - Scope of Appointment
    - CMS Eligibility
    - PQAT (2025)
    - New Application
    - HRA Apps
    - Search Enrollments
- The steps above are listed in the order in which they must be completed.



Enrollment Process Steps Overview

1	Scope of Appointment	The Scope of Appointment must be completed before meeting with a Medicare beneficiary.
2	CMS Eligibility	Utilize the CMS Eligibility to look up and verify a Medicare beneficiary's Parts A & B effective dates, LIS eligibility and more.
3	PQAT (2025)	The Pre-enrollment Qualification Assessment Tool must be completed with every enrollment application to ensure enrollment into the correct plan and for the verification of chronic conditions, if applicable.
4	New Application	Standard enrollment application form.
5	HRA Apps	You can assist your Gold Kidney enrollees to complete and submit their Health Risk Assessment (HRA). HRAs must be submitted within 14 days of enrollment submission.

Submitting an Enrollment Application

STEP 1: SCOPE OF APPOINTMENT

- Click **Scope of Appointment**
- The Scope of Appointment page will appear
- On this page you can:
  - Search for a previously submitted Scope of Appointment
  - Create a new Scope of Appointment
- Click the **CREATE NEW SOA** button
  - Select the Scope of Appointment will be completing: In Person SOA, Remote SOA or Paper SOA
- After the Scope of Appointment is completed, you can view it in the Search

STEP 2: CMS ELIGIBILITY

- Click **CMS Eligibility**
- The CMS Eligibility page will appear
- Enter the following Medicare beneficiary's information: Member MBI, Date of Birth and Select Enrollment Year
- Click the **SEARCH** button
- The Medicare beneficiary's Medicare eligibility information will display
- If the Medicare beneficiary qualifies for enrollment, click **BEGIN PRE-ENROLLMENT QUALIFICATION ASSESSMENT** to begin the PQAT
- The Pre-Enrollment Qualification Assessment window will appear

STEP 3: PQAT (2025)

- The Pre-Enrollment Qualification Assessment will already be open
- Answer the questions and complete the Pre-Enrollment Qualification Assessment. This will help to determine the best plan for the Medicare beneficiary based on their health needs.
- Specify the PQAT submission type: In Person, Telephonic or Paper Upload
- After the PQAT is completed, click the **SAVE** button

Please note: A PQAT must be completed for a prospect before a new 2025 application can be initiated

STEP 4: New Application

- Click **New Application** to begin the enrollment application
- The New Application page will appear
- Select the enrollment year and the submission type
- Click the **CONTINUE** button
- Select the name used for the completed Pre-Enrollment Qualification Assessment
  - If you do not see the name, you can click on the link to complete the form or access the form via the menu (Enrollment & Forms > Pre-Enrollment Qualification) in order to continue the application
- Select the **Zip Code** from the drop-down
- Plans will appear in the **Plan Selection** box based on the information submitted in the Pre-Enrollment Qualification Assessment
- Complete the application and click **Submit** button

STEP 5: HRA Apps

- Click **HRA Apps** to begin the Health Risk Assessment
- The HRA Apps page will appear
- On this screen you can:
  - Search for a previously submitted HRA
  - Fill a new HRA
- Click the **FILL NEW HRA** button
- Select the application year and click **SELECT MEMBER**
- Select the name used for the completed enrollment application and HRA Type: Upload HRA Form or Fill Out HRA Form
- Complete all of the questions in the HRA Form and click the **SUBMIT** button

Please note: All HRAs must be submitted within 14 days after a new enrollment application has been submitted.

Have questions? We're here to help!
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