

## Approval process for events conducted in specific locations

Before conducting formal or informal marketing/sales activities in healthcare settings (hospitals, nursing homes), residential health and assisted living facilities, or low income and subsidized housing units, you **must** first obtain approval.

### What's required

1. Send your request to us by one of the following methods:

- 1) Email [MedicareSemi@aetna.com](mailto:MedicareSemi@aetna.com), or
- 2) Fax your request to 1-866-799-9431

Include the following required information:

- Agent's name
- Agent's National Producer Number (NPN)
- Agent's phone number
- Date of sales **or** educational event
- Name of institution
- Address of institution
- Description of event to be held

2. Market sales leaders review requests. You'll receive a decision within five days.

3. An event occurring *without* proper advance approval may result in suspension of commission payments, or other disciplinary action.

