



## NEW PLATFORM TIP SHEET

### Step 1: Choose the Referral Type

\* Referral Type

Select an Option

Medicare Total Advantage Plan (MAP)

Medicare Select Advantage Plan

Medicare Health Advantage Plan (DSNP)

\*\*\*MAP is available only after training and approval

### Step 2: Fill in the Member Information (\*--required field)

### Step 3: Attach any supporting Files (i.e. DPOA form) and then Submit the referral

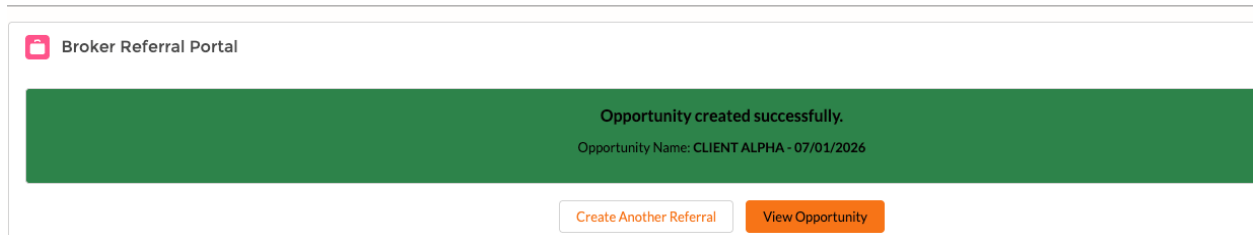
#### Documents (optional)

Attach any supporting files. Maximum total size: 4 MB across all files.

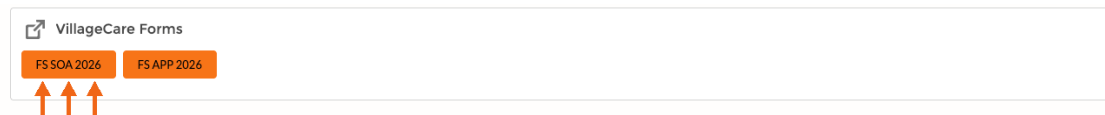
No file chosen



Step 4: Once the referral is submitted and it will become an Opportunity. Click View Opportunity to open it.



**Step 5:** On the Opportunity page, the Scope of Appointment and Application Form will be on top of the page to start the Enrollment Process



**Step 6:** After the SOA was completed, please use the following links for Provider Search, Formulary Search:

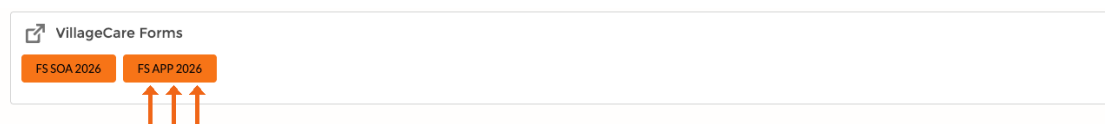
- Provider Search:

<https://providersearch.villagecaremax.org>

- Formulary Search:

[VillageCareMAX 2026 FORMULARY MEDICARE TOTAL ADVANTAGE PLAN \(HMO D-SNP\) MEDICARE HEALTH ADVANTAGE PLAN \(HMO D-SNP\) Effective 10/01/25](#)

**Step 7:** Go back to the Opportunity page to fill out the Enrollment Application



**Step 8:** Once application is submitted, please use the following link to help member fill out the SSBCI:

- SSBCI Link:

<https://www.villagecaremax.org/confirm-expanded-otc-eligibility>

THANK YOU