



Completing an HRA Survey

SunFire

PURPOSE: To describe the process for completing a Health Risk Assessment (HRA) survey in SunFire.

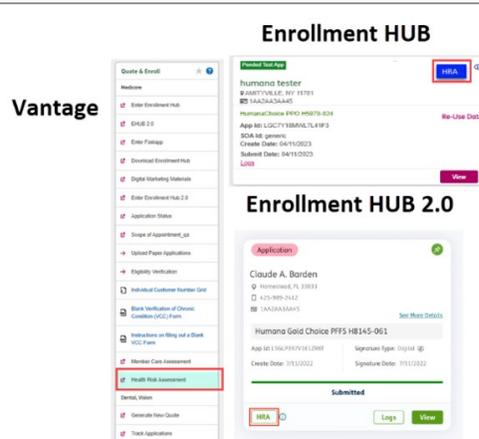
SCOPE: All agents

Introduction:

You should complete a Health Risk Assessment survey for every beneficiary you enroll in a Humana or CarePlus Medicare Advantage plan.

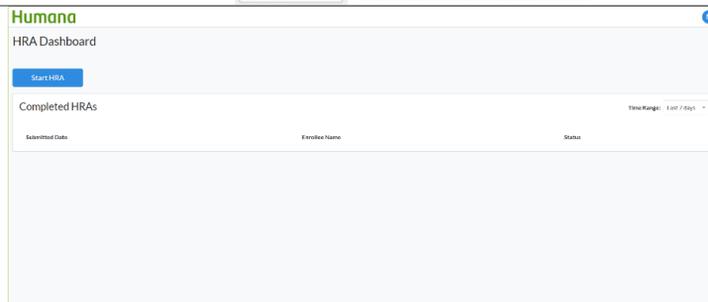
Process:

Navigate to the SunFire HRA site by clicking the button in Enrollment HUB, Enrollment HUB 2.0, Vantage, or your digital enrollment tool.

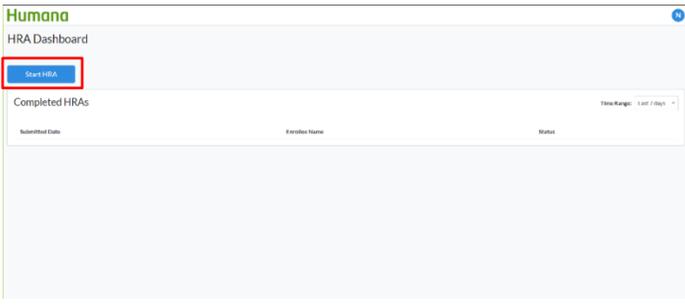
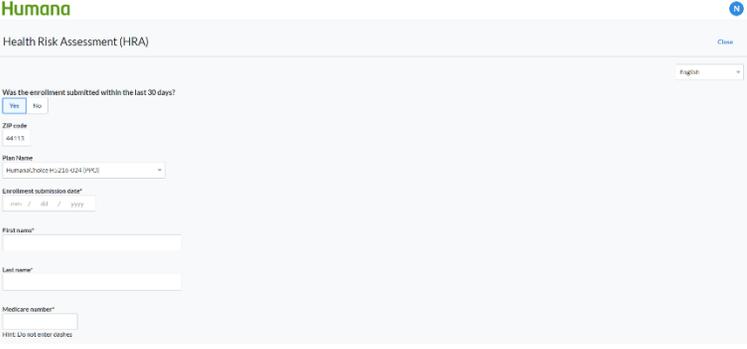
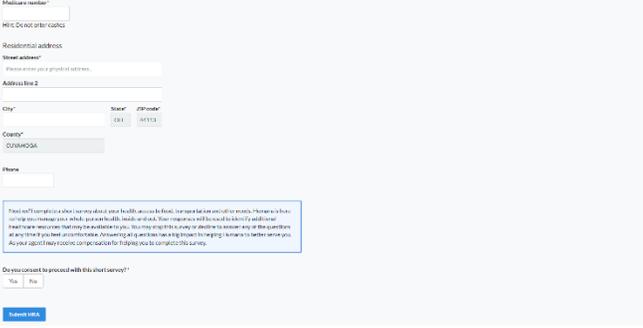
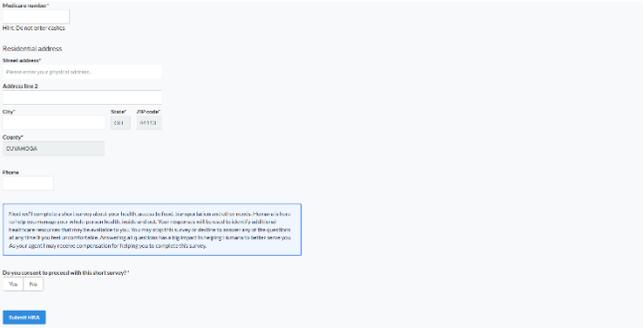


You will be taken to the HRA dashboard homepage, where you can complete an HRA survey for a new enrollee as well as see a list of HRAs you have already completed.

In the example on the screen, the agent has not completed any surveys in the last seven days and the Completed HRAs list is empty.



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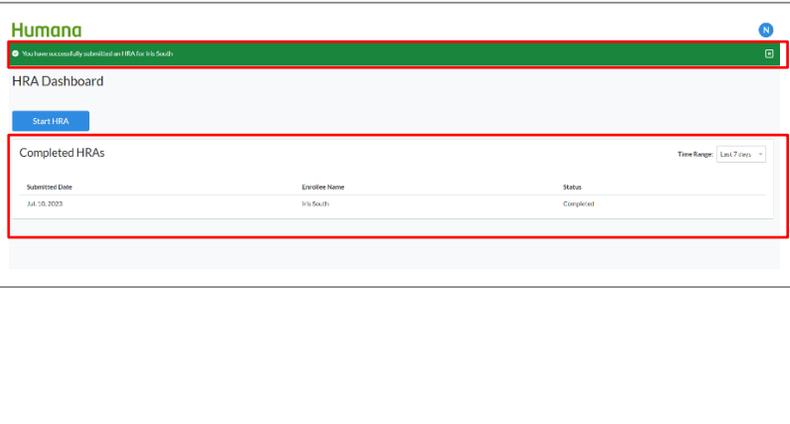
<p>To begin a new survey, click the Start HRA button.</p>	
<p>A new survey form opens. Enter the applicant's demographic information.</p>	
<p>After completing the demographic section you will complete the HRA survey section. Fill out all the required fields.</p>	
<p>After completing all the fields, click Submit HRA at the bottom of the survey. The HRA survey will be submitted to Humana and you will be returned to the dashboard homepage.</p>	

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There you will see a confirmation message along the top of the page that the survey was submitted.

Additionally, a record of the submitted survey will appear in the Completed HRAs section.

That's it! Completing an HRA survey is quick and simple, and it benefits you, your member, and Humana.



Process complete