HEALTH INSURANCE CERTIFICATION GUIDE FOR FALL 2017

- Log-In to MyUTH: [https://my.uth.tmc.edu/psp/myuth/ENTP/h/?tab=UT_EP_NVT_SIGNON](https://my.uth.tmc.edu/psp/myuth/ENTP/h/?tab=UT_EP_NVT_SIGNON)
  Under your Holds or To Do List, click on “Health Insurance Certification”

- Answer the question “Will You Have Health Insurance” for 2017 Fall term.

```
[Image of Health Insurance Certification]
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How to answer:

<table>
<thead>
<tr>
<th>Select:</th>
<th>If this circumstance applies to you:</th>
<th>Go to Page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I currently do not have Health Insurance</td>
<td>- You do not have any health insurance for the upcoming 2017 Fall term.</td>
<td>2</td>
</tr>
<tr>
<td>I have stud. insurance, but will need to renew it</td>
<td>- You paid for ‘student’ health insurance for 2017 Summer term, and will need to renew it for 2017 Fall term.</td>
<td>2</td>
</tr>
</tbody>
</table>
| I will have Health Insurance that will cover me. | - You are a GSBS or MD/PhD Graduate Research Assistant (GRA), receiving a paycheck and ‘employee’ health insurance through UTHealth, MD Anderson, or other partnering institution. 
  - You have other health insurance (through your spouse, parents, U.S. Army, private, or other) | 3           |

Please NOTE:

→ ‘Employee’ health insurance and ‘Student’ health insurance are NOT the same.
  (Page 6 provides examples and type of insurance card/s you should have.)

→ If you purchased ‘Student’ health insurance for 2017 Summer term and will need to purchase it again for 2017 Fall term, you must answer, “I have stud. insurance, but will need to renew it.” ‘Student’ health insurance only covers one term at a time.
If you answered
  
  o  I CURRENTLY DO NOT HAVE HEALTH INSURANCE or
  o  I HAVE STUD. INSURANCE, BUT WILL NEED TO RENEW IT

• Disability Insurance Availability screen will appear:

Please NOTE: You are only certifying that you are aware Disability Insurance is available. You are not signing up for it nor will you be charged for it in Campus Solutions.

• Release of Information Consent screen will appear:

  Select Confirm to complete/finalize the certification.
  You will notice your Health Insurance Certification Hold removed.

Check your account balance in MyUTH. There will be a **$780 Health Insurance Fee** on your account, because your answers indicate you do not have health insurance coverage for the upcoming 2017 Fall term, and need to purchase ‘student’ health insurance. **It is your responsibility to pay this fee.**

If you realize you made an error and have already confirmed your certification, please contact UT Auxiliary Enterprises (☎ 713-500-8400, ✉️ student-insurance@uth.tmc.edu) with the correct information.

Please NOTE: The Bursar’s Office will assess a **$25 late payment fee** in your account, if there is any outstanding balance remaining after August 25, 2017.
If you answered

- **I WILL HAVE HEALTH INSURANCE THAT WILL COVER ME**

- Insurance Policy Information screen will appear.

Enter your insurance information: (you must enter valid information)

If you are not the policy holder, select **“No, I am not the policy holder”** and enter name of the policy holder:

Please be aware that if the information and policy number you provide is invalid, the requirement for proof of coverage to UT Auxiliary Enterprises has not been satisfied, and it is possible that you may be charged $780 ‘student’ health insurance fee for the 2017 Fall term.
• Disability Insurance Availability screen will appear:

Please NOTE: You are only certifying that you are aware Disability Insurance is available. You are not signing up for it nor will you be charged for it in Campus Solutions.

• Private Insurance for Student Confirmation screen will appear:

Select Confirm to complete/finalize the certification.

Check your account balance in MyUTH. **Please NOTE:** The Bursar’s Office will assess a $25 late payment fee in your account, if there is any outstanding balance remaining after August 25, 2017.

If you are an international student, please go to Page 5 for additional information.

**CONTACT FOR QUESTIONS RELATED TO ‘STUDENT’ HEALTH INSURANCE:**
UT Auxiliary Enterprises | ☎ 713-500-8400, ✉ student-insurance@uth.tmc.edu
INTERNATIONAL STUDENTS

You will see the following Hold in your myUTH account:

![Hold](image)

As part of a mandate by UT System Board of Regents, all international students are required to:

(a) purchase/enroll in ‘student’ health insurance, or
(b) complete an electronic waiver if you have ‘employee’ or other/private health insurance.

If you are a paid GRA and have ‘employee’ or other/private health insurance, you must submit an electronic waiver through the Academic HealthPlans (AHP) website (www.uthouston.myahpcare.com). An email reminder that includes more information is sent by UT Auxiliary Enterprises each semester. It is highly recommended that you complete the On-Line Waiver Process as soon as you receive their email, or weeks before the posted deadline by UT Auxiliary Enterprises!

The International Health Ins Plan Hold is removed by UT Auxiliary Enterprises after your waiver is reviewed and approved by AHP, and UT Auxiliary Enterprises receives said approval notice. Once the Hold is removed, a $35 Evacuation/Repatriation Fee (for Fall 2017 semester) is added to your account. It is your responsibility to pay this fee.

Please be aware that if you do not complete the On-Line Waiver Process by the posted deadline, the system will enroll you to purchase ‘student’ health insurance, and you will be charged $780 ‘student’ health insurance fee for the 2017 Fall term. It is your responsibility to pay this fee.

Please NOTE: The Bursar’s Office will assess a $25 late payment fee in your account, if there is any outstanding balance remaining after August 25, 2017.

CONTACT FOR QUESTIONS RELATED TO ‘STUDENT’ HEALTH INSURANCE OR THE ON-LINE WAIVER PROCESS (INTERNATIONAL STUDENTS):

UT Auxiliary Enterprises
☎ 713-500-8400, ✉ student-insurance@uth.tmc.edu
SOME EXAMPLES OF HEALTH INSURANCE CARDS

CARD A: ‘Employee’ UT Select / BCBS Insurance Card

**Note Card A type will have Group Number 071778.**

CARD B: ‘Student’ BCBS Insurance Card or ‘Student’ Evacuation/Repatriation Insurance Card

**Note Card B type will have Group Number 101504.**

**LOST OR CAN’T LOCATE YOUR CARD?** If you have BCBS (Blue Cross Blue Shield), call BCBS 866-882-2034 to obtain your Benefits ID#, and request that a new card be mailed to you. **

What type of health insurance card should you have?

You receive a paycheck and ‘employee’ health insurance through UTHealth or MD Anderson:

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<th>Status</th>
<th>Insurance Card</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-international</td>
<td>Card A</td>
<td>For medical visits. Prescription coverage is through Medco.</td>
</tr>
<tr>
<td>International</td>
<td>Cards A &amp; B</td>
<td>Card A: for medical visits. Prescription coverage is Medco.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Card B: for evacuation/repatriation coverage. <strong>Do not use this card for your medical doctor visits.</strong></td>
</tr>
</tbody>
</table>

You do not have ‘Employee’ or other health insurance, and you purchased ‘Student’ health insurance:

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<th>Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Non-international</td>
<td>Card B</td>
<td>For medical needs.</td>
</tr>
<tr>
<td>International</td>
<td>Card B</td>
<td>For medical needs AND evacuation/repatriation coverage.</td>
</tr>
</tbody>
</table>