The University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences
HEALTH INSURANCE CERTIFICATION GUIDE FOR FALL 2018

- Log-In to myUTH: [https://my.uth.tmc.edu/](https://my.uth.tmc.edu/)
  o Under the Tasks section, navigate to your Holds or To Do List Items.
  o Initiate your “Health Insurance Certification” for 2018 Fall Term (2183).
  o Click on the “Update Your Health Insurance” button.

- Answer the question “Will You Have Health Insurance” for 2018 Fall term.

<table>
<thead>
<tr>
<th>Select:</th>
<th>If this circumstance applies to you:</th>
<th>Go to Page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o I currently do not have Health Insurance</td>
<td>You do not have any health insurance for the upcoming term.</td>
<td>2</td>
</tr>
<tr>
<td>o I have stud. insurance, but will need to renew it</td>
<td>You paid for ‘student’ health insurance for 2018 Summer term, and will need to renew it for 2018 Fall term.</td>
<td>2</td>
</tr>
<tr>
<td>o I will have Health Insurance that will cover me</td>
<td>You are a GSBS or MD/PhD Graduate Research Assistant (GRA) receiving a paycheck and ‘employee’ health insurance through UTHealth or UT MD Anderson; or you have other health insurance (through your spouse, parents, Army, private, or other)</td>
<td>3</td>
</tr>
</tbody>
</table>

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 answered

- I CURRENTLY DO NOT HAVE HEALTH INSURANCE or
- 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 myUTH Campus Solutions.

- Certification Statement screen will appear:

* DO NOT CLICK CONFIRM until you are sure you have answered the health insurance question correctly.
Once you Confirm, your answer cannot be changed on-line.*

- Certification Confirmed box will appear:

Go to Financial Account and check your balance. There will be an **$837 Health Insurance Fee** on your bill, because your answers indicate you do not have health insurance coverage for the upcoming 2018 Fall term, and need to purchase ‘student’ health insurance. **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 24, 2018.
If you answered

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

- Insurance Policy Information screen will appear:
  ○ Enter your insurance information (each item can be located on your insurance card).
  ○ The insurance information you enter must be current and valid.
  ○ If you lost or cannot locate your card, and 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.

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 $837 ‘student’ health insurance fee for the 2018 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 myUTH Campus Solutions.

• Certification Statement screen will appear:

* DO NOT CLICK CONFIRM until you are sure you have answered the health insurance question correctly.
   Once you Confirm, your answer cannot be changed on-line. *

• Certification Confirmed box will appear:

Go to Financial Account and check your balance. 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 24, 2018.

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

You will see the following Hold in your myUTH account:

<table>
<thead>
<tr>
<th>Hold Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Health Ins Plan</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Reason</strong></td>
</tr>
</tbody>
</table>

You will not be allowed to register for classes until you verify continuous medical insurance coverage compliant with the Federal Patient Protection and Affordable Care Act (PPACA). You will receive an email, sent to your campus email address, from Student Insurance which will provide you with additional instructions for you to certify your health insurance online. PLEASE FOLLOW THE INSTRUCTIONS IN THE EMAIL TO ENSURE THAT YOUR ACCOUNT IS ACCURATELY UPDATED OR TO GET STARTED, CUT & PASTE THE FOLLOWING LINK INTO YOUR BROWSER - https://uthouston.myahpcare.com. For questions or concerns contact: Auxiliary Enterprises Email: Student-Insurance@uth.tmc.edu Phone: 713-500-8400

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 (https://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 $36 Evacuation/Repatriation Fee (for 2018 Fall 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 $837 ‘student’ health insurance fee for the 2018 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 24, 2018.

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

![Insurance Card Image]

Note Card A type will have Group Number 071778.

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

![Insurance Card Image]

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 UT MD Anderson:

<table>
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<tr>
<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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Insurance Card</th>
<th>Comments</th>
</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>