

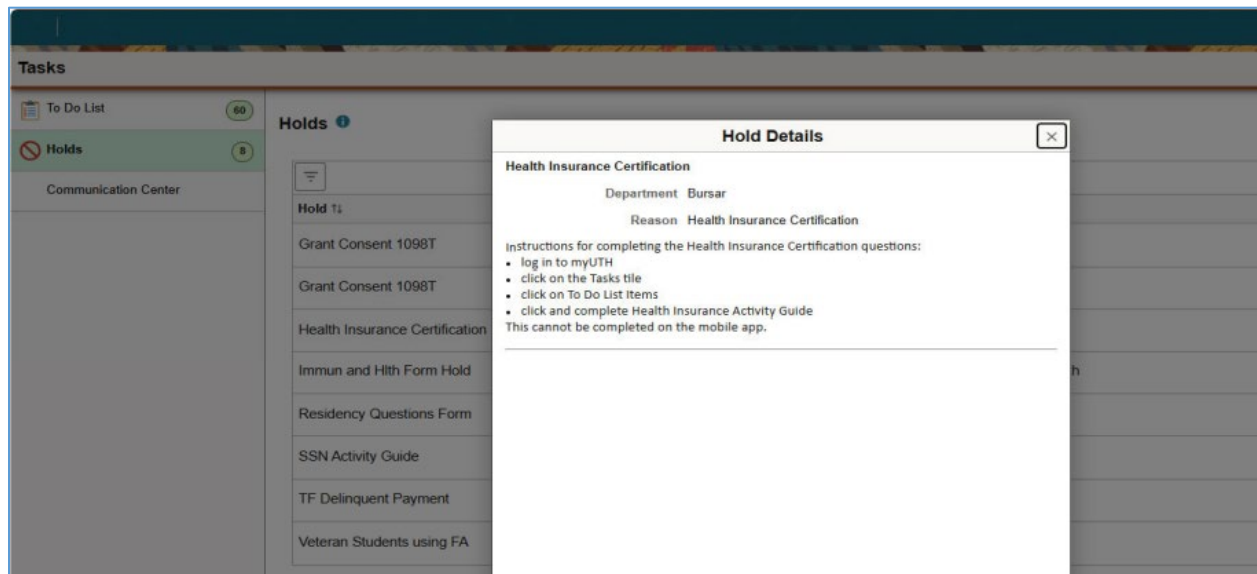
HEALTH INSURANCE CERTIFICATION HOLD – HOW TO REMOVE

NOTE: The Board of Regents of The University of Texas System mandates health insurance for all students enrolled in any UT System health component. This Certification Hold will let us know if you need the Student Health Insurance Plan or if you have your own insurance. If you will be covered by a privately held or employment health insurance policy in the next academic semester/year, you are now required to submit a waiver for approval on the Academic HealthPlans (AHP) site.

Instructions for completing the Health Insurance Certification:

- log in to myUTH – <https://my.uth.tmc.edu>
- click on the Tasks tile
- click on To Do List Items

This cannot be completed on the mobile app.



- Click and complete the Health Insurance Activity Guide (double click on the ↑↓ above this column to sort your list for most recent holds on top.)

Task	Due Date	Overdue	Status
Beginning of Term Activity Guide			In Progress
Health Insurance Activity Guide			Assigned
Official Transcript			Initiated
Dental Criminal Bkgrd Ck	04/23/2012	Overdue	Initiated
Graduate Test Scores	04/23/2012	Overdue	Initiated
Orientation Attendance	04/23/2012	Overdue	Initiated
Proof of TSI Satisfaction	07/25/2016	Overdue	Initiated
Reference Letter 1	07/25/2016	Overdue	Initiated
Reference Letter 2	07/25/2016	Overdue	Initiated
Reference Letter 3	07/25/2016	Overdue	Initiated
SAP Appeal Form			Received
Student's Federal Tax Data			Received

This will bring up the Launch page for the Activity Guide.

Health Insurance Activity Guide

Student ID 1596926
 Institution UTHSC
 Term 2261

<p>1 Launch for Fluid Visited</p> <p>2 Health Insurance Not Started</p> <p>3 Complete Not Started</p>	<p>Step 1 of 3: Launch for Fluid</p> <p>Health Insurance is required to all enrolled students.</p> <p>For more information about Student Health Insurance Plan, visit https://www.uth.edu/auxiliary-enterprises/insurance/index.htm.</p> <p>Click the Next button to complete the health insurance questionnaire.</p>
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NOTICE: If you have SHIP (Student Health Insurance Plan) for the current semester, you will answer “I do not have Health Insurance” for the upcoming semester and SHIP will be renewed.

The screenshot shows a web application window titled "Health Insurance Activity Guide". At the top left, there is an "Exit" button. Below the title, the user's information is displayed: Student ID 1596926, Institution UTHSC, and Term 2261. The main content area is divided into two columns. The left column contains a progress indicator with three steps: 1. Launch for Fluid (Visited), 2. Health Insurance (In Progress), and 3. Complete (Not Started). The right column is titled "Step 2 of 3: Health Insurance" and contains a question: "Will you have Health Insurance for Term 2026 Spring?". There are two radio button options: "I will have Health Insurance that will cover me." and "I do not have Health Insurance.". At the bottom right of the form, there is a "Submit Form" button.

Option 1 – I will have Health Insurance that will Cover me. This will create another hold (Health Insurance Waiver) to submit your private or employment insurance information through an AHP Link. **(To renew SHIP, select option 2.)**

Option 2 – I do not have Health Insurance. You will be enrolled or renewed in the Student Insurance Plan. The premium will be added to your tuition

1. Select your option,
2. Read and acknowledge the information on disability insurance,
3. Submit Form

[This will complete your submission. For further information/details see below.](#)

Option 1: If you have privately held Insurance for the **upcoming** semester, click on the first option that states "I will have Health Insurance that will cover me".

Click on the link within the hold to upload your insurance card and benefit pages for verification purposes with Academic HealthPlans.

Open and read “Click here for more information on disability insurance” link in blue. Then select the check box to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.

Then ‘Submit Form’, which brings you to “Certification Confirmed”. Hit “OK”, and you are done submitting your certification hold. Complete and submit your waiver in AHP <https://uthouston.myahpcare.com/waiver>. You will not be able to register for classes without first submitting the waiver.

Task	Due Date	Status
Texas RN License	11/15/2017	Initiated
Health Insurance Certification	11/03/2017	Initiated
Texas RN License	Overdue	Overdue
Nursing Orientation Session	Overdue	Initiated
Official Transcript	Overdue	Completed
HESI A2 Test Scores	Overdue	Completed

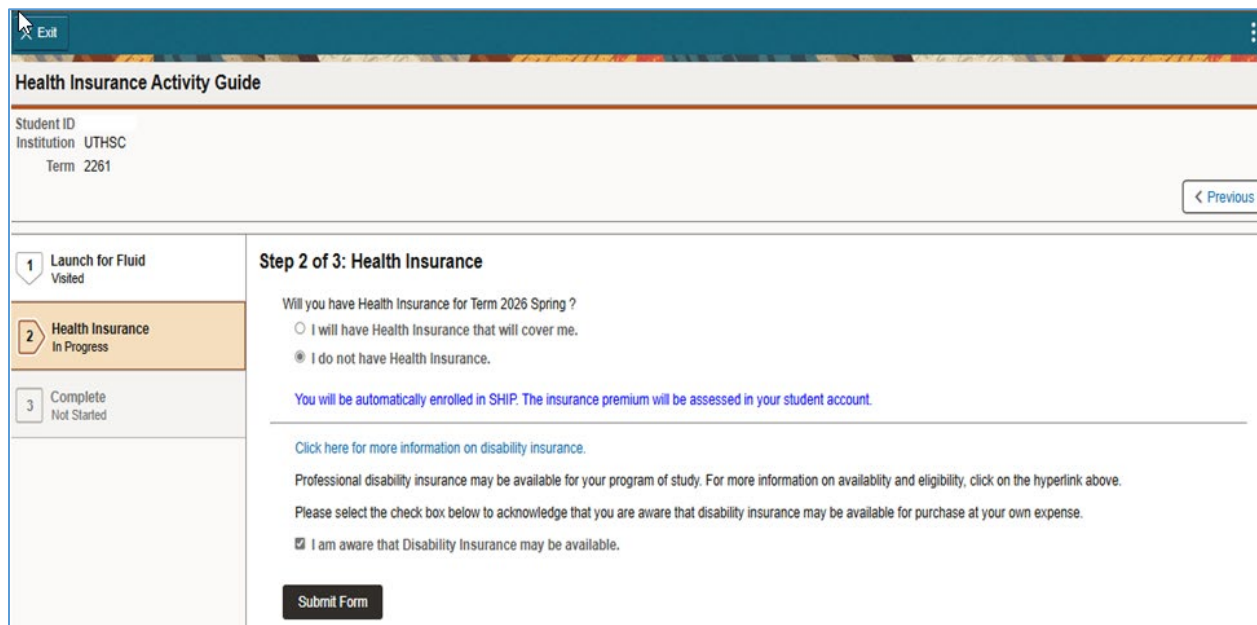
If your waiver is approved, NO student insurance fee will be added to your tuition. However, the student insurance fee will be added to your tuition automatically, if your waiver is denied.

NOTE: Allow 24 hours for the waiver hold to be removed after both the HIC hold (MyUTH), and the waiver itself (AHP) have been submitted.

Option 2: To purchase Student Health Insurance for **the next upcoming Semester**, click on the “I do not have health Insurance”.

This choice will add student insurance to your account and the fee will be placed on your tuition.

Open and read “Click here for more information on disability insurance” link in blue. Then select the check box to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.



The screenshot shows a web browser window with the title "Health Insurance Activity Guide". The page displays student information: Student ID, Institution (UTHSC), and Term (2261). A navigation bar includes a "Previous" button. The main content area is titled "Step 2 of 3: Health Insurance" and contains the following text and form elements:

Will you have Health Insurance for Term 2026 Spring ?

- I will have Health Insurance that will cover me.
- I do not have Health Insurance.

You will be automatically enrolled in SHIP. The insurance premium will be assessed in your student account.

[Click here for more information on disability insurance.](#)

Professional disability insurance may be available for your program of study. For more information on availability and eligibility, click on the hyperlink above.

Please select the check box below to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.

I am aware that Disability Insurance may be available.

Submit Form

Then ‘Submit Form’, which will bring you to “Certification Confirmed”. Hit “OK”, and you are done with the Insurance Certification for purchasing Student Medical Insurance. The Student insurance fee will appear on your tuition.

NOTE: Dental and/or Vision Insurance options are available directly from AHP at <https://uthouston.myahpcare.com/products>

Tasks

To Do List 15 rows

Task	Due Date	Status
Texas RN License	11/15/2017	Initiated
Health Insurance Certification	11/03/2017	Initiated
Texas RN License	Overdue	Initiated
Nursing Orientation Session	Overdue	Initiated
Official Transcript	Overdue	Completed
HESI A2 Test Score	Overdue	Completed

Certification Confirmed

Click OK to Confirm

Dental and/or Vision Insurance is separate! If you need dental and/or vision insurance, go to the Academic Health Plans site for Academic, Dental Hygiene, Dental PostGrad, Medical and Dental students at <https://uthouston.myahpcare.com/> For the MD Anderson site for MD Anderson students, go to <https://utmdanderson.myahpcare.com/>