UNIVERSITY of HOUSTON

LANGUAGE and CULTURE CENTER

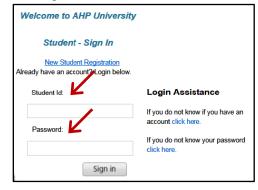
04.03.02 Student Health Insurance Plan Waiver Request Guide

How do I request a waiver?

Step 1. Visit <u>lcc.myahpcare.com/waiver</u> and select "Click here to request a waiver" at the bottom.

Step 2. Sign in with the information below and you will be directed to Student Dashboard.

- Student ID: your 7-digit myUH ID.
- Password: your date of birth in MMDDYYYY format, e.g. 01011990.



Step 3. Click the red waiver button under "NO, I do not want the insurance."



Step 4. Complete the waiver form and attach a copy of all documents below:

- Front and back of your alternate health insurance ID card
- Complete policy of your plan or a governmentissued letter, such as Financial Guarantee
- Medical evacuation and repatriation coverage, if any.

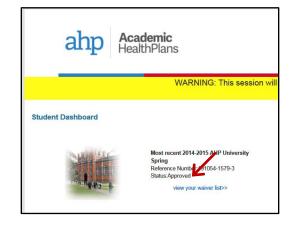
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|---|---|--|--|
| Middle Name | | Student Id* | A100 |
| Last Name* | | Date Of Bath? | |
| Fmall | Abraham | 500 | 01/01/1990 |
| | test@test.com | | |
| School Email* | test@test.com | Student le a | - Salect - |
| Parent/Alternate Email | | | |
| Policy Holder Information | | | |
| First Name (Policy Holder)* | Charles | Last Name(Policy Holder)* | Abraham |
| Member Id" | P100 | Address (Policy Holder) | |
| Group Number | | City (Policy Holder) | |
| Payer Id EDR Number | | State (Policy Holder) | V |
| Member Service Ph No* | 123,456,7890 | Zip (Policy Holder) | |
| | | | |
| | ealth Insurance Coverage | 1 | |
| Phone No (Policy Holder) Documentation of Alternate H Attach proof of insurance covers days to receive your waiver subr Attachments | age (front and back of ID card, policy document in | English including coverage amounts in U | VS Delain, and Medical and Reputritation Coverage (If applicable), Please allow 5-7 |
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Step 5. Click "Submit Waiver." You will receive a waiver ID confirming your submission of a waiver request. Academic HealthPlans (AHP) will review each waiver request for compliance and verify your active coverage with your insurance carrier.

| Your submitted waiver id is | | | | |
|-------------------------------|--|--|--|--|
| 195461-1579-5 | | | | |
| Date: 02/19/2015 | | | | |
| ID: a8000 | | | | |
| Click here to print this page | | | | |

How do I check the status of my waiver request?

Follow steps 1 and 2, and log into your account. On Student Dashboard, find the status of your request. AHP will also notify you via email about the acceptance or rejection of your request within 7 business days.



My waiver request has been approved. What's next? The LCC will remove the insurance charge for you only if AHP has approved your waiver request.

My waiver request was rejected. What's next?

The charge for the Plan will remain on your UH account and you must pay it. If you believe your alternate health insurance plan meets the waiver criteria, you may submit an appeal to AHP. The appeal must be received by AHP within 5 business days of the waiver rejection date.

My waiver request status says "Pending AES." What should I do?

Your alternate health insurance plan does not include medical evacuation and repatriation, which is required for approval of your waiver request. You must purchase Academic Emergency Services (AES) at <u>lcc.myahpcare.com/enrollment</u>. Then your waiver request may be approved.