

SLU University Health Plan Enrollment and Waiver Instructions

Saint Louis University requires that all full-time Undergraduate and Graduate/Professional students have basic health insurance. Please research your alternatives immediately and choose to either waive or enroll in the University Health Plan for the 2016/2017 academic year.

Option #1: Enroll in SLU's University Health Plan. We are pleased to provide the University Health Plan (UHP) as the default option for health coverage. The UHP partners with a broad network of medical providers and facilities. As well, nationwide pharmaceutical benefits are available through a number of pharmacy chains. You can find basic information about UHP benefits and enroll in the plan at www.aetnastudenthealth.com/slu

Option #2: Waive SLU's University Health Plan. If a student already has other (non-UHP) health insurance coverage in effect, then UHP coverage (and its associated charges) may be waived. If you choose to waive the UHP, you must go to www.aetnastudenthealth.com/slu to submit a waiver request. Please have your insurance card and policy information available, as you will be asked specific questions about your insurance coverage. You will receive a confirmation informing you if your request has been accepted, or if further action is necessary to complete the waiver process.

Whichever option you choose, please go to www.aetnastudenthealth.com/slu to find more information and begin the enrollment or waiver process by selecting "Enroll or Waive: Student Health Insurance Plan".

1. Begin Your Application

Step 1 is the same for the enrollment or the waiver process. For **Student Information**, please indicate if you are a domestic or international student in the first drop down option, and if you are an undergraduate student, graduate/ professional student, medical student or medical resident in the second.

For the **Secure Login** format must be exact – please enter the following carefully:

Enter your entire 9 digit banner ID, including the leading 000 for Student ID Number.

For your date of birth use MM/DD/YYYY - if you are typing in rather than using the calendar, make sure you enter the "/" between Month Date and Year - otherwise it will default back to today's date after you submit.

2. Plan(s)

Step 2 allows you to choose a plan to enroll in, add dependents to that plan or to waive out of the University Health Plan. If you are enrolling and adding dependents you will need to add both the student individual plan and the dependent plan to your cart (choose "Select Plan" and "Add Dependent(s)"). If you choose to waive you will get an additional message box to answer before moving on to step 3:

Waive Coverage

You will need your current insurance policy information, carrier information, deductibles and benefit coverage amounts.

Steps 3 – 6 of the Waiver Process:

(Steps 3 – 6 of the enrollment process begin on page 3)

3. Waiver Policy

Please read the message from SLU, Waiver Policy Terms and check the box indicating you understand and agree to all the terms before selecting “continue”.

4. Current Insurance Policy

Here you will be asked for detailed information about your plan.

Please read the first six questions and answer “yes” or “no” before moving to the next section.

The next section will ask you to select options and fill in fields related to your health insurance coverage.

- If you do not find the name of your insurance coverage in the first two drop down options, please select “other” at the bottom of the list, and type the name in the field that will pop up titled “Please specify”.
- If you have TriCare, you can type “MILITARY” for ID and group number.

Please enter all information carefully and accurately before reading the terms and conditions and checking the box for your electronic signature and selecting “continue”.

5. Waiver Summary

You will be given a summary of the information and given a chance to edit or submit the waiver request.

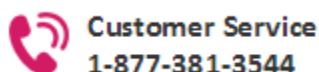
6. Transaction Confirmation

You will receive confirmation that your request is submitted. Please allow 5 business days for the request to either be accepted (and your UHP premium amount credited if you have already been charged) or denied for not meeting SLU’s requirement that full time undergraduate and graduate/ professional students carry health insurance while attending classes on SLU’s campus.

Once accepted, the waiver is good for the academic year (fall and spring). You will be required to keep your current or comparable coverage for that period. Students are not required to waive during the summer.

You will be required to waive once every academic year that you are full time at SLU.

Please call Aetna Customer Service with any issues with the online enrollment or waiver process.



Steps 3 – 6 of the Enrollment Process:

3. Student Information.

Please make sure all of your information is correct and that the address listed is a local mailing address. Enter your ten digit phone number. Select “continue”. If you chose a dependent option, you will now be prompted to enter your dependent information. Please list all information, and make sure to select “save” before “continue”. If you have more than one dependent to enroll select “Add Another Dependent” after you save your first dependent information and select “continue”.

4. Plan Details

Please enter the plan term from the drop down options – this indicates how long the coverage will last.

No changes to your selection can be made outside of open enrollment periods unless you satisfy all requirements for a Qualifying Life Event (QLE).

For more information regarding QLE options go to: <http://www.slu.edu/medicine/departments/university-health-plan-uhp/special-enrollment-qualifying-events>

Please review the terms and conditions and check the box that you agree before selecting “continue”.

- If adding dependents, you must choose the SAME plan term periods for yourself and your dependents.
- If you have accepted a graduate assistantship that includes health insurance, please choose a plan option that starts on or before the assistantship start date and ends on or after the assistantship end date indicated in your graduate assistantship award.

Please see additional information for GAs at the end of this document*.

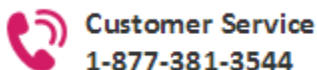
5. Enrollment Application Summary

You will be given a summary of the information you have entered. Please review for accuracy. You can edit the information if necessary before submitting your enrollment application. **Please make sure your enrollment and any dependents are for the same effective and termination date options.**

6. Enrollment Application Confirmation

You will be given a confirmation of your application submission transaction. You will be able to log on to www.aetnastudenthealth.com/slu in 5 – 7 business days to download your ID card, and will receive one in the mail in 10 – 12 business days.

Please call Aetna Customer Service with any issues with the online enrollment or waiver process.



Helpful Resources:

Aetna's site has benefit summaries, costs and other useful information:

www.aetnastudenthealth.com/slu

Aetna Customer Service: 1-877-381-3544 – they can assist with any issues or questions you have about the online waiver or enrollment process.

You may also email questions to uhp@slu.edu. Please include your banner ID for us to better assist you.

Student Health Center: <http://www.slu.edu/student-health-center>

Main: 314-977-2323 Fax: 314-977-7165

Kristine Schmidt: 314-977-7168

University Health Plan office: [http://www.slu.edu/medicine/departments/university-health-plan-\(uhp\)](http://www.slu.edu/medicine/departments/university-health-plan-(uhp))

Alfreda Robinson: 314-977-5666

Adrian Jones: 314-977-9897

***Graduate Assistants:**

All students – including those who have been awarded health insurance as a part of their graduate assistantship – enroll in (or waive) UHP online through Aetna Student Health. All premiums for enrolled students will be billed on their student accounts. The amount awarded to you for coverage dates indicated in your contract will apply towards the amount charged on your student account. If you start coverage before, or choose an option that covers you past the dates indicated in your contract, or if you enroll a spouse or dependents in the plan, the remaining balance will be on your student account to be paid by you.

Please choose a plan option that starts on or before and ends on or after the dates indicated in your contract.

For example:

If graduate assistantship award is 08/15 – 05/20, select plan option 08/15 – 05/20 (starts and ends on the same dates).

If graduate assistantship award is 08/18 – 04/30, select plan option 08/15 – 05/20 (starts before and ends after award dates).

Aetna has many term options to choose from, but does not have options that match every contract exactly. If you choose to enroll in, rather than waive out of the UHP, you must choose one of the available options. Once you enroll in a plan changes cannot be made outside of open enrollment periods unless all requirements of a Qualifying Life Event (QLE) are met. Please see [http://www.slu.edu/medicine/departments/university-health-plan-\(uhp\)/special-enrollment-qualifying-events](http://www.slu.edu/medicine/departments/university-health-plan-(uhp)/special-enrollment-qualifying-events) for more information on QLE requirements.