HEALTH INSURANCE CERTIFICATION HOLD – HOW TO REMOVE

NOTE: If you will be covered by a privately held health insurance policy in the next academic year, you will need additional information from your health insurance card prior to beginning the HOLD removal process. The information you will need consists of Company name, Policy Number, Effective Date, and the Policy Holder Name, if anyone other than you.

Procedures for removing HOLD.

Login to https://my.uth.tmc.edu and navigate to the “To Do” lists under the “Tasks” section of your myUTH Student Home page.
On the “To Do List” page, click on the double vertical arrow, right above the word Task.

The Sort box comes up with three items listed: Task, Due Date and Status. Click on the word “STATUS” twice. This will rearrange your items in the Status column, placing your items that need to be initiated and completed at the top.

Click on the Health Insurance Certification line at the arrow on the right.

1) Click on the “Status” Twice!

2) The Status will sort to “initiated” items to be completed.

3) Click on the “little arrow” of the “Health Insurance Certification”
This initiates the Health Insurance Certification page. Click on the “Update your Health Insurance” button highlighted in green.

This will bring up the “SF Self Services Insurance Certification” page with three options. The three options’ instructions are all below under:

**Option 1** – Purchasing Student Insurance

**Option 2** – Renewing Student Insurance

**Option 3** – Waiving Student Insurance by providing your private insurance information – and typing it into spaces provided

Please make your option selection and then scroll down to the appropriate instructions.
Option 1: To purchase Student Health Insurance for the next upcoming Semester, Click on the “I currently do not have health Insurance” box.

NOTE: Dental Insurance is requested separately, by emailing student-insurance@uth.tmc.edu to request an insurance form. Include your student ID number & name of your school, (example: SON, SOD, DDS, SPH, MED)

Which will bring up the Disability Insurance Availability section. You can click on the “Click here for more information on disability insurance” link in blue to read more about “Disability Insurance”. Then when you feel you understand that disability insurance is available, you can click on the “I am aware that Disability Insurance may be available box to acknowledge that you understand.
Clicking on the “I am aware that Disability Insurance may be available” will bring up the “Certification Statement” which tells you to confirm your choice of insurance at the bottom. See Below.

Dental Insurance is separate! If you need dental insurance, email student-insurance@uth.tmc.edu to request an insurance form. Include your Student ID number & the name of your school. (Example: SON, SOD, DDS, SPH, MED, etc.)
Clicking the Confirm button brings you to the “Certification Confirmed” box. Hit the OK button, see below, and you are done filling out the Insurance Certification for purchasing Student Insurance.
Option 2: If you have Student Insurance, but need to renew it for the next upcoming semester, then on the “SF Self Service Insurance Cert” page, click on the second option that states “I have stud. Insurance, but will need to renew it” box.

Which will bring up the Disability Insurance Availability section. You can click on the “Click here for more information on disability insurance” link in blue to read more about “Disability Insurance”. Then when you feel you understand that disability insurance is available, you can click on the “I am aware that Disability Insurance may be available box to acknowledge that you understand.

NOTE: Dental Insurance is requested separately, by emailing student-insurance@uth.tmc.edu to request an insurance form. Include your student ID number & name of your school, (example: SON, SOD, DDS, SPH, MED)
After clicking on the acknowledging you understand Disability Insurance is available box, the Confirm button arrives. Click the confirm button to confirm your insurance choice above.

Then the Certification Confirmed button comes up. Click on Ok and you are done renewing your insurance for the next upcoming semester. See below.
Option 3: If you have privately held Insurance, then on the “SF Self Service Insurance Cert” page, click on the third option that states “I will have Health Insurance that will cover me” option for the next upcoming semester.

This will bring up the Insurance Policy Information boxes. Type in the Insurance Company name, which is the name of your current insurance company. Type in the current insurance policy number and the date which it went into effect.

If you are not the policy holder, fill in the box that comes up with the name of the Policy Holder – which is usually your parents’ name.
Click on the “Click to Continue” button, which will bring up the Disability Insurance Availability section.

You can click on the “Click here for more information on disability insurance” link in blue to read more about “Disability Insurance”. Then when you feel you understand that disability insurance is available, you can click on the “I am aware that Disability Insurance may be available box to acknowledge that you understand. See Below.
Now you are ready to click the “Confirm” button to confirm your choice of insurance, which brings up the “Certification Confirmed” button. Click the Ok and you are done waiving student insurance for the next upcoming semester! See below.
<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Research Clearance</td>
<td>04/15/2018</td>
<td>Initiated</td>
</tr>
<tr>
<td>Evaluation of Student Progress</td>
<td>04/15/2018</td>
<td>Initiated</td>
</tr>
<tr>
<td>SPH Badge and Keys</td>
<td>02/18</td>
<td>Initiated</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>02/18</td>
<td>Initiated</td>
</tr>
<tr>
<td>Final Clearance</td>
<td>04/15/2018</td>
<td>Initiated</td>
</tr>
<tr>
<td>Constituent Survey</td>
<td>04/15/2018</td>
<td>Initiated</td>
</tr>
<tr>
<td>Concentration Completion Form</td>
<td>04/15/2018</td>
<td>Initiated</td>
</tr>
<tr>
<td>Health Insurance Certification</td>
<td></td>
<td>Overdue</td>
</tr>
<tr>
<td>Intent to Grad. Signature Page</td>
<td>02/01/2018</td>
<td>Initiated</td>
</tr>
<tr>
<td>Health Insurance Certification</td>
<td></td>
<td>Overdue</td>
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</tbody>
</table>