

TIMELINE

& Resources

STUDENT AND GRADUATE STAFF OPEN ENROLLMENT 2021 July 1, 2021 - 5 p.m. ET September 7, 2021

This document highlights important information pertaining to the 2021-2022 open enrollment, its timeline and the resources available to assist you.

Elections made during the annual open enrollment period for the 2021-2022 academic year will be in effect from August 1, 2021, through July 31, 2022.

Benefits are only in effect while you are eligible; therefore, if you lose that eligibility, your coverage (medical, prescription, vision and student or graduate staff dental) will end on the last day of the month in which you were eligible.

Key Steps for Enrollment

Domestic Students (all campuses)

1. Enroll in and pay for Anthem Blue Cross Blue Shield medical and prescription insurance through the [Academic HealthPlans \(AHP\) portal](#). When you do, you will automatically be enrolled in dental insurance with Delta Dental.
Note: *If you do not need insurance, you are not required to opt out or waive coverage during open enrollment.*

International Students (all campuses) (those working half time/20 hours a week in one or more graduate staff positions or fellowships administered as assistantships)

1. Enroll in and pay for Anthem Blue Cross Blue Shield medical and prescription insurance through the [Academic HealthPlans \(AHP\) portal](#) (no SSN required to access this portal) or apply for and receive an approved waiver. If you enroll in the insurance, you will automatically be enrolled in dental insurance with Delta Dental.
2. Fulfill the immunization requirements for your campus:
 - a. [West Lafayette](#)
 - b. [Fort Wayne](#)
 - c. [Northwest - Hammond and Westville](#)

West Lafayette Domestic Graduate Staff (those working half time/20 hours a week in one or more graduate staff positions or fellowships administered as assistantships)

1. If you are planning to cover one or more dependents (spouse, child), review the [Graduate Staff and Student Benefits Comparison](#) and decide whether you want the student health insurance plan or the graduate staff plan
2. Enroll in and pay for Anthem Blue Cross Blue Shield medical and prescription insurance through the [Academic HealthPlans \(AHP\) portal](#). **Note:** *If you do not need insurance, you are not required to opt out or waive coverage during open enrollment.*
 - a. *If you enroll in the student health insurance plan, you will automatically be enrolled in dental insurance with Delta Dental.*
 - b. *If you enroll in the graduate staff plan, you will have the opportunity to also enroll in the graduate staff dental plan with Delta Dental.*
3. You will receive an email from Human Resources with instructions to review and enroll in graduate staff voluntary benefits through a separate enrollment portal, Benefitfocus.

West Lafayette International Graduate Staff (those working half time/at least 20 hours a week in one or more graduate staff positions or fellowships administered as assistantships)

1. Apply for a Social Security Number (SSN) if you do not have one.
2. If you are planning to cover one or more dependents (spouse, child), review the [Graduate Staff and Student Benefits Comparison](#) and decide whether you want the student health insurance plan or the graduate staff plan
3. Enroll in and pay for Anthem Blue Cross Blue Shield medical and prescription insurance through the [Academic HealthPlans \(AHP\) portal](#) (no SSN required to access this portal, so please do not delay enrolling) or apply for and receive an approved waiver.
 - a. *If you enroll in the student health insurance plan, you will automatically be enrolled in dental insurance with Delta Dental.*
 - b. *If you enroll in the graduate staff plan, you will have the opportunity to enroll in the graduate staff dental plan with Delta Dental.*
4. Make an appointment at Purdue University Student Health Service (PUSH) to get University-mandated vaccines. Click [here](#) to review immunization requirements for West Lafayette.
5. Take insurance enrollment confirmation from AHP to PUSH to vaccination appointment.
6. Complete the immunization information form located under the Forms tab at myhealth.push.purdue.edu. If you are not able to access the portal, try again during the first week of classes.
7. Supply your new SSN to your business office to update your employment record.
8. Wait for an email from Human Resources regarding benefits eligibility. Once the email is received, you may review/enroll in voluntary benefits through the Benefitfocus enrollment portal.
 - a. **Note:** The email will be sent when you have completed your payroll information, submitted your new SSN to your department, your eligibility has been entered and recognized by Human Resources and then communicated to AHP. If your SSN is received 30 days or more after your hire date, you will not receive the automated email and instead should confirm that your employment record has been updated with your new SSN; then reach out to Human Resources at hr@purdue.edu to confirm when you will have access to Benefitfocus.

When can I use my insurance?

After you enroll and pay for insurance, this timeline gives you an idea of when you can receive care and insurance cards.

Reminder: Enrolling in July will not begin your coverage earlier than August 1, 2021.

Day 1 – Enroll

West Lafayette campus: You can visit PUSH with insurance confirmation sheet from AHP, but will not be able to get lab work done without an active insurance ID card.

By 4 business days – You can go to a doctor’s office or hospital and your medical insurance will be active in the system. When calling to make an appointment, be sure to ask whether the location requires an insurance ID card. If not, you will need to provide them with your medical insurance ID card when you eventually obtain it.

By 5 business days – You can go to a pharmacy and your prescription insurance will be active in the system. You will be able to access your Anthem ID card on the [Sydney Health mobile app](#).

1-2 Wednesdays – Delta Dental insurance will show active in your provider’s system and your ID card will be available online in the member portal or on the app. West Lafayette Graduate Staff: You can go to an optometrist and your VSP vision plan will be active in the system. Provide them with your PUID as there is no insurance card for this plan.

10-15 business days – Anthem and Delta Dental ID cards will arrive in the mail for you and each of your covered dependents.

What if I've enrolled but I don't have my card and am seeking care?

Some services – such as an office visit with a copay or filling a prescription – require up-front payment. If you are in a situation which requires up-front payment, you will need to pay out of pocket and file a claim to your benefit vendor once your coverage becomes active in order to process the expense through your insurance. If you saw an in-network provider, they may file the claim for you once you have received your card and have given them your insurance information. Remember that some insurance mobile apps give you access to your card before you've received the hard copy.

Other services – such as x-rays and hospital stays – will first be processed by your insurance and then you will receive a bill from your provider for the amount you owe. If you are in a situation which involves receiving a bill, you will need to give your insurance information to your service provider once your coverage becomes active to have the claim(s) processed through your insurance.

Where to get more help

- Academic Health Plans (AHP)
Questions on medical insurance – enrollment, benefits information, premium payment, continuation, and changes.
(855) 566-7278 or support@myahpcare.com
- Human Resources – Benefits
Questions on graduate staff benefits – eligibility, voluntary benefits enrollment through Benefitfocus, coverage information, benefits-related payroll deductions, voluntary retirement savings plans, and leaves.
(765) 494-2222 or hr@purdue.edu
- Purdue Student Health Services (PUSH) – Student Insurance Office, 2nd Floor Medical/prescription claims issues, international student requirements (e.g., immunizations), waiver process questions, and student eligibility.
(765) 496-3998 student-insurance@purdue.edu
- Fellowship Office – Young Hall, Rm 160
Fellowship eligibility and questions (e.g., stipend info).
(765) 494-9256 or fellowships@purdue.edu
- [Business Offices](#)
Eligibility questions and issues, employment questions (e.g., salary, schedule/hours, employment terms).

Online Resources

- [Academic HealthPlans \(AHP\) Enrollment Portal](#) – Information on benefits for students and graduate staff
- [HR Graduate Staff Benefits Website](#) – Graduate staff benefits and enrollment information
- [West Lafayette Student FAQs](#)
- [West Lafayette Graduate Staff FAQs](#)
- [AHP's WL Graduate Staff Installment Plan FAQs](#)
- [Fort Wayne Student FAQs](#)
- [Northwest Student FAQs](#)

Helpful Apps

- [Sydney Health](#) (Anthem)
- [Delta Dental](#)
- **Benefitfocus** (West Lafayette Graduate Staff Only)
 - [App Store](#)
 - [Google Play](#)

Your benefits. Your choices. Your well-being.