GRADUATE STAFF OPEN ENROLLMENT 2020
August 1 – September 9, 2019, at 5 p.m. ET

This information sheet highlights important information pertaining to open enrollment 2020, its timeline and the resources available to assist you.

Key Steps for Graduate Staff Enrollment
Note: Enrollment in your benefits for the 2019-2020 plan year is a two-step process.

Domestic
1. Enroll in Anthem Blue Cross Blue Shield medical insurance through the Academic HealthPlans (AHP) portal.
2. Wait for email from Human Resources regarding dental and voluntary benefits through Benefitfocus.
3. Once email is received, enroll in dental and other voluntary benefits through Benefitfocus.

International
1. Apply for SSN (if you don’t have one) and enroll in Anthem medical insurance through the AHP portal or apply for and receive an approved waiver. Click here to review waiver criteria and apply.
2. Make appointment at Purdue University Student Health Service (PUSH) to get University-mandated vaccines. Click here to review immunization requirements.
3. Take enrollment confirmation from AHP to PUSH and get vaccines and TB test.
4. Complete the immunization information from 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.
5. Supply your new SSN to your business office to update your employment record.
6. Wait for an email from Human Resources* telling you when you have access to the Benefitfocus enrollment portal for graduate staff dental and voluntary benefits.
7. *If your SSN is obtained more than 30 days from your hire date, you will not get this email. Instead, reach out to hr@purdue.edu after confirming your employment record has been updated with your new SSN.
8. Enroll in graduate staff dental and other voluntary benefits through Benefitfocus.
When can I use my insurance?

Once you enroll, you can access some care before you receive your insurance ID card(s).

**Day 1** – Enroll via AHP and Benefitfocus.
You can visit [PUSH](#) with proof of insurance (AHP confirmation sheet).

**Next business day** – Doctors and hospitals can access Anthem system for your medical coverage.
You will need to provide them with your medical insurance ID card when you eventually obtain it.

**2nd business day** – Pharmacies can access your prescription coverage.

**4th business day** – You can view your Anthem ID card on the [StudentHealth](#) mobile app. Providers can access your vision coverage (through VSP) with your 10-digit PUID and can access your graduate staff dental coverage (through Delta Dental, if enrolled through Benefitfocus) with your PUID minus the first digit (so 9 digits remain).

**10-15 business days from enrolling** – Insurance cards for medical/prescription (Anthem) and graduate staff dental (Delta Dental) will arrive for you and each of your covered dependents. Vision plan does not have a card.

What if I’ve enrolled but have not received my card and am seeking care?

- PUSH can see you as long as you show proof of insurance by bringing your AHP enrollment confirmation sheet. However, you will not be able to get lab work without an active insurance ID.

- Some services require up-front payment – such as an office visit with a copay or filling a prescription. 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.

- 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.

Events

A representative from HR Benefits will be in attendance for the following events:

**ISS Weeks of Welcome (WoW) Mandatory International Student Check-in (MISCI)**
Mandatory event for all new-to-Purdue international students with tables of information from various Purdue organizations. International students cannot obtain a PUID until they complete this check-in.

- Wednesday, August 7 – Friday, August 16
  - Stewart Center STEW 202

**Graduate School Orientation** – Graduate Staff Benefits Presentation
Discussion of benefits available to eligible graduate staff members.

- Friday, August 16, 10-11 a.m. Loeb Playhouse

**Graduate School Resource Fair**
Event for all graduate students with over 50 Purdue and community organizations

- Friday, August 16, 10 a.m.-12:30 p.m., STEW 302-306
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**
- **Insurance 101 Flyer**
  Introduction to insurance – basic terms, how it works, and where to go for additional help.

- **Academic Health Plans (AHP)**
  Enrollment portal for the graduate staff, student medical insurance plans with information on Anthem benefits (e.g., benefit summaries, Find a Doctor link, StudentHealth mobile app, contact information).

- **Human Resources – Graduate Staff Benefits**
  FAQs, information on graduate staff benefits (e.g., insurance, retirement plans, leaves), instructions on enrolling in and changing benefits (e.g., due to a Qualifying Life Event).

- **Graduate Staff Employment Manual**
  Current policies and practices related to the employment of graduate staff.

**Helpful Apps**
- **StudentHealth** (Anthem)
- **Benefitfocus** App Store Google Play
- **Delta Dental**

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