The University of Texas at San Antonio

Flowchart for Short-Term Special Events Coverage Accident and Sickness Insurance (Optional)

Student elects to purchase Short-Term Special Events Coverage Accident and Sickness Insurance

Short-Term Special Events Coverage Accident and Sickness Insurance is not required for travel to activity or event covered under the student travel policy.

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Organizing department completes and emails the Request for Special Events Coverage to United Healthcare Student Resources at SidPremiumSpecialEvents@uhcsr.com

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United Healthcare Student Resources emails payment invoice to the organizing department

Receipt of payment invoice from United Healthcare Student Resources indicates that insurance coverage will be provided to student(s) indicated on the request.

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Organizing department gives the Payment of Student Medical Insurance form to the student

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Student takes the form to Fiscal Services and pays for insurance coverage **prior** to departure

Payment is deposited into the Student Medical Insurance Account. Fiscal Services will provide student(s) with a receipt of payment. Cost for coverage is $2.00 per day.

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Student returns to organizing department with verification that payment has been made

Organizing department makes a copy of the payment receipt.

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Organizing department faxes a copy of the **(1)** Request for Special Events Coverage, **(2)** payment invoice from United Healthcare Student Resources, and **(3)** proof of payment by student to the Office of the Vice President for Student Affairs

Fax number for the Office of the Vice President for Student Affairs is (210) 458-5880. Organizing departments must also retain copies for their records.

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Office of the Vice President for Student Affairs processes payment to United Healthcare Student Resources

Students without current medical insurance are encouraged to purchase Short-Term Special Events Coverage Accident and Sickness Insurance when participating in an activity or event covered under the student travel policy.