

## **Steps to a Successful Waiver**

### ***(FIRST)***

Contact your private health insurance company and verify coverage meets or exceeds the requirement for full-time attendance at the University at Buffalo

### **QUALIFICATIONS**

-full coverage for physicians visits, mental illness and pharmacy in Erie County  
(**emergency only does not qualify**)

### ***(SECOND)***

-Access the waiver website:  
**healthinsurance.buffalo.edu**  
log in using your person number and date of birth

### ***(THIRD)***

-After submission of the waiver **print last page** which gives a transaction number and one of the following:

**If last page lists waiver is in AUDIT-you are NOT done!**

Auditors will contact your private health insurance company to verify enrollment and coverage. If they cannot verify this information you will be sent via email a verification form that you will be responsible for sending to your private health insurance company and making sure they return to the waiver team. (*request a copy be sent to you*) When the form is returned and information verified you will receive a confirmation email with another number and you will then see a credit (\$2,000.00) for the school health insurance on your student account in approximately 48-72 hours.

**Only Erie and Niagara County Medicaid** are acceptable for waiver.

If the **last page** lists waiver is **DENIED**-your private health insurance from the input of your answers to questions does not meet the requirements or the insurance company listed has verified they do not offer full coverage in the Western

New York area. At this time you can contact **1-800-954-5793** and hit 2 for members. Give the rep your UB person number and they can explain why the waiver is being denied.

**If the last page lists waiver is QUALIFIED-you are DONE!**

Print last page with qualified approved number for reference or save in your email files.  
You will see credit on student account in approximately 72 hours