

Instructions on Rice Aetna Insurance Proof

If you are a J-1 scholar who has signed up with Rice Aetna through Benefits, please follow the instructions below in order to send us appropriate proof of medical insurance. Rice Aetna does not cover medical evacuation and repatriation so please purchase these types of insurance through Beta (www.betins.com) or another provider of your choice.

1. Go to Esther (esther.rice.edu) and log in
2. Click on "Employee"
3. Click on "Benefits and Deductions"
4. Click on "Benefit Statement" at the bottom of the page
5. Click the "Select" button (keep the as of date as "current")
6. Click on the "Medical" link
 - a. Your **medical** benefit statement should look like this:

| Medical | | | | |
|--------------------------------|--------------|---------------|---------------------|-------------------|
| <i>RiceCare HMO, Pre Tax</i> | | | | |
| Plan: | | Employee Only | | |
| Employee Amt (per pay period): | | | | \$ |
| Rice Amount (per pay period): | | | | \$: |
| Total Cost: | | | | \$ |
| Covered Persons | Relationship | Birth Date | Coverage Start Date | Coverage End Date |
| J-1 Scholar's Name | Employee | J-1 birthdate | Sep 01, 2007 | |
| Return to Top | | | | |
| Medical Spending | | | | |

7. Please take a screen shot (*on the PC*: Ctrl + Alt + Print Screen; *on the MAC*: Command+Shift+3) of this page and send it to ois@rice.edu as proof of your active Aetna Health insurance coverage as a part of your Rice benefits.