Duquesne University & QM Services
Verifying all students have adequate healthcare insurance coverage
To better protect our students, Duquesne University contracts with QM Services to verify students have comprehensive health coverage.
QM SERVICES IS HERE TO HELP!

THIS TUTORIAL GUIDES YOU THROUGH THE WAIVER AND ENROLLMENT PROCESS.

If you need assistance, please contact QM Services (QMS) directly at 1-800-273-1715, Extension 2 during office hours (Monday – Friday from 9 am to 5 pm Eastern Standard Time) or by email any time at university@qmservicesinc.com.

Please indicate you attend DU and provide the student’s name and DORI number.
Enter QMS website at gmservicesinc.com/myinsurance
Welcome Students & Parents

To reduce your potential financial responsibility if a significant health issue or injury occurs while you are away from home, your institution requires you to have comprehensive medical coverage in its geographic area. To comply with this mandate, students must either ENROLL in or WAIVE the Student Health Insurance Plan (SHIP). Select your school to learn more about the SHIP and your health insurance options.

Select Your School to Enroll or Waive Insurance

Start typing “duq” and select Duquesne University from the drop-down box once it appears. Click the green “Continue” button to advance.
The main page has multiple headings on the left side...

For more information, click on the arrow next to the corresponding info.

Make sure to read the “Important Messages.” This area provides facts to consider concerning how different health insurance may work in Pittsburgh.

Scroll down the page for your school’s specific waiver criteria. Policies must meet the requirements to be accepted for waivers.
If you have never used our website before, click “Register.”

If you are a returning student, click “Login.”
NEW TO WEBSITE?
YOU NEED TO REGISTER!

When you click on the “Register” button on the profile page it brings you to the pop-up window below.

Temporary User ID = Your DORI #.
Temporary Password = Your date of birth in MMDDYYYY format without slashes.

Click “Register” to continue.

NOTE THE INFO BUTTONS

Click on the small “i” in the circle.

An additional pop-up window appears with more helpful hints.
Create your own unique User ID and Password. Store it in your phone for future use. You must complete the waiver process each year you attend Duquesne University. If you forget, just call QM Services and they will help you reset it.
Profile Screen

The profile screen will pre-populate with information transferred to QMS by Duquesne University (DU).

Here, users can elect their preferred method of communication, update contact information and provide additional emails and/or text numbers for reminder communications.

After you have verified your information, click on either the “Enroll” or “Waive” button.
ENROLLING IN THE INSURANCE
Click "Enroll" to advance
If you click “Enrollment,” you will see this screen. Click the green “continue” button to advance.

Duquesne University requires all full-time undergraduate and qualifying graduate students to have comprehensive medical coverage in the Pittsburgh area.

ENROLL in the SHIP if your insurance plan does not meet the waiver criteria or provide comprehensive coverage in Pittsburgh.

The Duquesne SHIP, through UPMC, is effective 8/1/2021 through 7/31/2022; and the annual cost is $2,273.76. Once you are enrolled in the SHIP, the carrier will not allow cancellations, except in the case of a Qualifying Life Event.

To enroll a dependent spouse and/or dependent children, please find the Dependent Enrollment form on your school’s SHIP Information page.
Enrollment Path

Verify your information is correct, then click the green “Continue” button to move on.
Insurance Fraud Responsibility Statement

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. 18 Pa C.S. A § 4117(k)(1)

I attest my statements are true and correct, and I elect to purchase the Duquesne University SHIP

I have read and understand the Insurance Fraud Responsibility Statement. I attest to the truth and accuracy of my information, and by clicking CONTINUE I elect to complete the Duquesne SHIP enrollment process.
Last step in the Enrollment Process

In the event we need to contact you about your enrollment, please tell us who completed this form.

Midway Form(s)
• After you hit “Continue,” you return to your Profile Screen. Here you will receive a Pop-up message asking if you are interested in purchasing additional dental or vision coverage. This is not required. It is optional insurance coverage, and it can be purchased at any time. The SHIP plan is a medical insurance plan. There is more information under “Important Messages” on the first page.

• If you click “Yes,” it will take you to more information.

• If you click “No,” you return to your profile page and you are able to print your enrollment confirmation.
From here, click on “Profile.” Then click on your name in the upper right-hand corner and hit “Log out.”
WAIVING YOUR INSURANCE
Click “Waive” to advance
REVIEW THE SCHOOL’S WAIVER REQUIREMENTS BEFORE ENTERING YOUR INSURANCE INFO

Failure to provide us with information by August 31, 2021, will result in automatic enrollment in the SHIP.
Please select your insurance carrier’s name from the drop-down box. If you do not see the name on our list, you can select “Not on List” and type the carrier’s name in the next box. We will be able to review the coverage from your uploaded insurance card.

If your insurance company name does not appear on the list provided, please select INSURANCE COMPANY NOT ON LIST.

If you selected INSURANCE COMPANY NOT ON LIST, please enter the name and website address of your insurance company.
Please complete the requested information and upload a copy of the front and back of your insurance card for review. Click the green “Continue” button and then answer a few questions to finalize your waiver.
ANSWER THE QUESTIONS AND CLICK CONTINUE
Provide the name of the person completing the online form and acknowledge the Waiver Responsibility Statement.
One more question: Do you have any interest in purchasing dental or vision coverage.

Clicking “Visit” allows you to explore the options.

Click “No” to finish.
You will end on your profile page. Here click on the green “Profile” button. This allows you to verify your information.

To complete the process, “Click on your name in the upper right-hand corner and click “Log out.” You’re done until next year!

You will need to complete this process each year you are a student at Duquesne. If you have questions, please contact QM Services either by phone at 800-273-1715 or by email at university@qmservicesinc.com.