



THE FLORIDA STATE UNIVERSITY

UNIVERSITY HEALTH SERVICES

HEALTH & WELLNESS CENTER

University Health Services
Florida State University
960 Learning Way
Tallahassee, FL 32306-4178
(850) 644-3608
Fax: (850) 644-8958

Health Compliance Checklist

1. Healthcare Compliance Packet

- Find it at www.healthcenter.fsu.edu - It is the first document on the FORMS page. Complete and submit ONLY Forms 1, 2 and 3. All other pages are for your information and should not be sent to the Compliance Office.
- Fax Forms 1, 2 and 3 to 850-644-8958, **OR**
- Mail them to Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, **OR**
- E-mail them to the electronic drop box. Instructions are in the packet. **OR**
- Bring them to room 1005, Health and Wellness Center. Forms submitted at Orientation may take up to 5 days to process.
- Every student enrolling in FSU must submit these forms **one time**.
- **REMEMBER TO SIGN FORMS 1, 2 and 3 where it says: Student Signature! If you are not yet 18, your parent or guardian must also sign Form 1. If your parent signs the forms where you are supposed to sign, your forms will not be cleared.**

2. Proof of Immunizations

- It is Form 2 in the packet.
- Two MMRs (measles, mumps, rubella) combined immunizations must have been given on or **AFTER** the first birthday and at least 28 days apart. Single shots are **only** acceptable if all three were given on the **same** day. IgG titers showing positive immunity to measles, mumps and rubella may be submitted in lieu of proof of the two MMR immunizations. The lab slips showing the test results must be submitted. Negative or equivocal results are not acceptable.
- Meningococcal meningitis immunization proof **OR** waiver.
- Hepatitis B immunization proof **OR** waiver **OR** proof of positive immunity via a titer.
- Must be signed and dated by medical personnel **OR** custodian of records. The office fax number is required. The signer's printed name is also required.
- Any corrections to immunization dates must be initialed and dated by the person authorizing the records.
- Every student enrolling in FSU must submit this form **one time**.
- Registration will be blocked until this requirement is met.

3. Proof of Health Insurance

A. **International students** are those students studying at FSU on a J-1 or F-1 visa.

- They are required to show proof of health insurance regardless of their credit hour load.
- Accompanying dependents must also be covered by health insurance.
- International students must either enroll in the school sponsored health insurance plan or waive enrollment in the school sponsored plan by showing proof of other comparable insurance.

B. **Domestic students** are those students who are not studying at FSU on a J-1 or F-1 visa.

- Full time students new to the university (undergrads taking at least 12 hours and grads taking at least 9 hours, newly admitted or re-admitted) must either enroll in the school sponsored health insurance plan or waive enrollment in the school sponsored plan by showing proof of other comparable insurance. A credit hour load of 6 credit hours during summer session is considered full time for both undergraduate and graduate students.

- If you are enrolling as a part-time student, call the health compliance office at 850-644-3608 to have your insurance waiver cleared with a credit hour underload. This must be done each semester and cannot be done on line.
- Students enrolled in the summer 2007 term or earlier who are still in the same program are grandfathered and are not required to show proof of health insurance.

C. How to take care of the compliance requirement:

- Go to www.healthcenter.fsu.edu. Click on the Support Services bar. Select Insurance, Immunizations and Compliance. Follow the prompts.
OR
- Go directly to www.studentinsurance.fsu.edu .
- Click on the flashing black and red link: **Waive/Purchase Insurance Click Here**. It is above the black backpack surrounded by students.
- Log in.
If you do not have your FSUID you can get it here by following the prompts.
- To **purchase** the school sponsored health insurance, select the **Purchase FSU Insurance** button.
 1. If you select the Pay Now button you will have to supply a credit card number and will be charged the premium immediately.
 2. If you do not select the Pay Now button the charges will go on your account to be paid by your financial aid when it is disbursed.
- If you purchase the school sponsored health insurance, make certain to update your local mailing address at Secure Apps of your blackboard account. That is the address the insurance carrier will use to send you your new insurance card. It must be USPS approved. If you have a U Box, enter it in your local mailing address as PO Box. The post office does not deliver to residence hall street addresses. If you live in an apartment, put the street address first and the apartment number second.
- **The student sponsored insurance does not cover participation in collegiate athletics. Check with Nick Pappas at 850-645-2700 for insurance options. It does cover FSU Cheerleader and Golden Girl members as sports club participants.**
OR
- To complete the **hard waiver** and enter your private insurance policy information, select the **Insurance Waiver** button.
- Follow the prompts. Make sure to select the term and year that will show continuous coverage for you even if you will not be attending summer sessions.
- This requirement must be met **once annually**.
- **Remember, if you are not attending as a full-time student**, contact the Compliance Office for a Credit Hour Underload to clear your insurance requirement.

4. To Resolve Compliance Issues for either insurance or immunizations:

- If you have submitted your information and still are listed as non-compliant, call 850-644-3608 or send an e-mail to healthcompliance@admin.fsu.edu.

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