Health Compliance Checklist

1. Healthcare Compliance Packet
   - Find it at www.uhs.fsu.edu - Click the FORMS/Compliance tab. Complete and submit ONLY Forms 1, 2 and 3. Hold your cursor over the form name and the form will upload for you to complete. All other pages are for your information and should not be sent to the Compliance Office. Keep a copy for your records.
   - 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 or place them in the Health Compliance drop box in the atrium.
   - Every student enrolling in FSU must meet this requirement 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 at the bottom of Form 1 beneath your signature. If your parent signs the forms where you are supposed to sign, your forms will not be cleared. Electronically generated signatures and initials are not acceptable.

2. Proof of Immunizations
   - It is Form 2 in the packet. For international students, this form may be completed in your home country.
   - 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. A second immunization is recommended but not required.
   - Hepatitis B immunization proof OR waiver OR proof of positive immunity via titer.
   - Must be signed and dated by medical personnel OR custodian of records. The signer’s printed name is required.
   - 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.
   - A two-week temporary lift will allow you to register at orientation. Registration will be blocked after the initial two-week lift and will not be cleared until immunization requirements have been satisfied.

3. Proof of Health Insurance
   A. International students studying at FSU on a J-1 or F-1 visa must 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, those who are not studying at FSU on a J-1 or F-1 visa, 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.

Updated 04/04/2013
• 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 comply. A credit hour load of 6 credit hours during summer session is full time for both graduate and undergraduate students.
• Contact the Compliance Office each semester for a Credit Hour Underload if you are not attending full-time. This cannot be done on line.
• Grandfathered students were enrolled in the summer 2007 term or earlier and are still in the same program. They are not required to show proof of health insurance.
• Student veterans: Registered with the local VA clinic? Complete the waiver entering Veterans Administration as the insurance company and using your SSN as your policy number. The effective date is the date your coverage with VA was approved. Do not put a termination date.
• Students with any form of Medicaid or other government-provided health care, use Medicaid-Florida as your insurance company. The claims mailing address that appears is acceptable for your waiver. MAKE CERTAIN TO READ the insurance information tab at the student insurance web page to understand the difference between using your Medicaid to be able to register for classes at FSU and accessing health care at the Health and Wellness Center on campus.

C. Health insurance compliance:
• Go to www.uhs.fsu.edu. Click on the Insurance tab. Select the University Mandatory Insurance box. 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 in the top right corner of the page.
• 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. The charges will go on your account to be paid by your financial aid when it is disbursed.
  2. If you wish to pay for the insurance before financial aid is disbursed, go to your Student Central/Blackboard account to pay on line with a credit card (a convenience fee will be added to the charge on your account) or mail a check payable to Florida State University to UCA1500, Tallahassee, Florida 32306-2394. No payment for insurance can be made over the telephone.
• If you select the school sponsored health insurance, make certain to update your local mailing address at your Student Central portal. That is the address the insurance carrier will use to mail 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, first click on My Policies; click NEW and enter your policy information. After you have submitted this information, close this window and select the I Have Health Insurance button.
• 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 each year. A two-week temporary lift will allow you to register at orientation. Registration will be blocked after the initial two-week lift and will not be cleared until the insurance requirement has been satisfied.

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.