Post-doctoral Fellows, Visiting Scholars and CIES students
Application Instructions

Who may purchase this plan?

• Post-doctoral fellows and visiting scholars who do not qualify for the FSU employer-paid health insurance plan and
• students at the Center for Intensive English Studies

How to purchase this plan:

• Print the application. Make certain to print the application that applies to your status: international or domestic.
• The insurance is sold in monthly increments. The smallest increment we will sell is for 2 months.
• Deliver the completed application and the appointment letter to the Health Compliance office, room 1005, in the Wellness Center.
  o You must attach your appointment letter or other document showing the required start date of your coverage to your initial application.
    ▪ When an extension of coverage is requested, that can be accomplished via e-mail to healthcompliance@fsu.edu.
    ▪ The appointment letter does not need to be resubmitted for an extension of coverage unless your appointment has changed.
  o Dependents may be covered under this plan.
    ▪ Include dependent information in the spaces provided.
    ▪ Dependent coverage must mirror your coverage period.
• Charges will be placed on your account at Student Financial Services.
  o Pay only the amount due for your coverage. The balance of the charge will be adjusted off your account.
  o When payment of the charges is verified, Health Compliance will notify United HealthCare Student Resources.

How to get a copy of your insurance card:

• United HealthCare Student Resources (UHCSR) will send you an e-mail notification with instructions on how set up your MyAccount with them. At the site, www.uhcsr.com/fsu you can
  o Print a paper copy of your insurance card,
  o Get the card via an app for a smart phone or
  o Request a hard copy of your card via the mail.
• Make sure to put your e-mail address on your application.
• Make sure we can read your e-mail address on your application. If we cannot read the e-mail address your notification will not get to you.
• You can update your mailing address in Tallahassee on your MyAccount but you must also update the address with campus to make the change permanent.

How to use your insurance card:

• Whenever you receive medical services, make sure to provide your insurance card to the provider.
• Make certain the provider knows to file your claim with Student Resources, not the standard United HealthCare. The address for claims in on the back of your insurance card.
• When you use the pharmacy you will pay
  o $20 or the cost of the medication, whichever is less, for generic medications,
  o $50 for brand name medications.