



THE FLORIDA STATE UNIVERSITY

UNIVERSITY HEALTH SERVICES

HEALTH & WELLNESS CENTER

University Health Services
Florida State University
960 Learning Way
Tallahassee, FL 32306-4178

Healthcare Compliance Information

Florida State University's University Health Services (UHS) is staffed by physicians, nurse practitioners, physician assistants, registered nurses, licensed practical nurses, medical service technicians, nutritionists, health educators, and other support personnel to serve your healthcare and health education needs. UHS is funded in part by a portion of the health fee you pay to FSU.

Website: www.uhs.fsu.edu

Services Provided

The UHS Health and Wellness Center is a fully accredited primary care facility staffed by dedicated professionals providing a variety of wellness, minor illness, injury and urgent medical care and outreach programs through general medical clinics, a women's clinic, a nutrition clinic, a physical therapy clinic, a psychiatric clinic, a radiology clinic, an allergy clinic, a travel clinic, a triage clinic and a vibrant health promotion department. Quest Labs is the in-house full service laboratory; pickup service is available for students whose insurance requires the use of Lab Corps.

Payment for Services

UHS accepts cash, checks, VISA, MC, FSUCard, HSA cards and insurance as payment for services. You may also defer charges to your Student Financial Services (SFS) account; however, doing so will result in a registration HOLD until paid in full. UHS is in-network for variety of carriers. Please check the *Using your Insurance* tab at the UHS website for the latest information. Other insurance carriers are billed as "out-of-network." Any amount not covered by your insurance plan will be placed on your SFS account. It is the student's responsibility to know what his/her individual plan covers. Some HMO insurance plans require that you have a referral or pre-authorization to be seen at UHS. Medicaid and Medicare cannot be used to pay for services at UHS but can be used to meet the insurance requirement to be able to register for classes.

Confidentiality of Records

Medical records are strictly confidential. For patients age 18 and older written consent by the patient is required before records can be released. Authorization for release of medical records must be done on a per-visit or per condition basis and is valid until revoked by the student. **There is no blanket release for students to sign.** Parents or legal guardians of students under 18 have the legal right to review medical records for their children except for issues dealing with sexual health.

Health Compliance Packet:

Student Immunization Record – SUBMIT
Privacy Policy – DO NOT SUBMIT
Vaccine Information Sheet – DO NOT SUBMIT
Effective September 29, 2014, all other editions of student immunization record are obsolete.

Please **submit** the Student Immunization Record to

1. University Health Services
c/o Health Compliance Office
960 Learning Way, Tallahassee, FL 32306-4178

OR 2. Fax to 850-644-8958.

OR 3. Use the FSU drop box at <http://dropbox.fsu.edu>

See attachment for instructions on how to submit forms electronically.

Processing the student immunization record can take up to five business days.

Verify clearance at your my.fsu.edu account. Holds are listed on the right side of the page. If you see the insurance in your To Do List and you have taken care of the waiver, the To Do List for insurance will go away when the Registrar assigns your account a matriculation date.



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

Health Compliance Checklist

Immunizations (print the Student Immunization Record)

- **Required** (page 1 of the Student Immunization Record): **MMR, meningococcal meningitis and Hepatitis B**
 - **Combined measles, mumps, rubella (MMR) vaccinations**
 - The first shot given on or after January 1, 1968 and on or after the first birthday and the second shot given at least 28 days after the first MMR.
 - An MMR given more than 4 days before the first birthday will not count toward the two MMR requirement.
 - Students born before January 1, 1957 are exempt from the requirement to show proof of MMR immunization.
 - Single shots of measles, mumps and rubella vaccines given on the same date may be substituted as one MMR.
 - Lab slips showing positive immunity, via an IgG titer, to measles, mumps AND rubella may be submitted in lieu of the two MMR vaccinations.
 - All three titers must show POSITIVE immunity.
 - Equivocal or negative results will require you to receive the MMR vaccinations.
 - Students may request an exemption from the MMR **requirement** for religious reasons. Request the form from healthcompliance@fsu.edu.
 - **Meningococcal meningitis vaccination**
 - One vaccination is required. A second is recommended for students who received their first immunization before the age of 15.
 - This vaccine may be waived in writing on the Student Immunization Record. Place your handwritten initials, the date and your handwritten signature in the spaces provided. Electronically generated initials and signatures are not acceptable.
 - Students born before January 1, 1957 may waive the vaccine or take the shot.
 - Students requesting a religious exemption to the MMR vaccinations must waive the meningitis vaccine.
 - There is no titer to prove immunity to meningitis.
 - **Hepatitis B vaccine**
 - The two or three shot series will provide maximum protection.

- This vaccine may be waived in writing on the Student Immunization Record. Place your handwritten initials, the date and your handwritten signature in the spaces provided. Electronically generated initials and signatures are not acceptable.
 - Students born before January 1, 1957 may waive the vaccine or take the series.
 - Students requesting a religious exemption to the MMR vaccinations must waive the Hepatitis B vaccine.
 - A titer showing positive immunity to Hepatitis B may be submitted in lieu of proof of the Hepatitis B vaccination.
 - **Authorization**
 - Record must be signed by clinical provider or records custodian.
 - Record must include the printed name of the authorized signer and the date the document was signed.
 - Record must have either the office stamp or printed address of the authorized signer of the document.
 - Authorizing clinician may list contraindications to immunizations in this space or on the clinician's letterhead. A temporary contraindication should include the expected date the exemption should end.
 - Corrections must be initialed and dated by the authorizing signer.
 - **Consent to Treat**
 - For students under the age of 18, a parent or legal guardian must sign and date the consent to treat.
 - Students under the age of 18 cannot be treated at the Wellness Center without this signature.
- **page 2 of the Student Immunization Record:**
 - **Optional Immunizations** may be entered but are not required.
 - **Authorization** must include the printed name, date and office stamp as outlined above for required immunizations.
 - **Insurance Information**
 - May be entered here
 - Must also be entered on line as outlined in the **Health Insurance** section below.
- The Health Compliance Office/Medical Directors of the Health and Wellness Center reserve the right to interpret the validity of all documents submitted for compliance. Documents must be legible to be processed.
- For international students, this form may be completed in your home country.
- Supplemental immunization records attached to this form must also have an authorizing signature, date and office stamp or address.
- **Immunizations and titers may be scheduled at the Wellness Center.** Call 850-644-3608.
- **Every student, less distance learning students, must submit proof of immunizations one time.** Distance learning is a student group designation. Just taking a class on line or by correspondence does not automatically make you a distance learning student. Check with your department.
- **If an outbreak of an immunization-preventable illness occurs:**
 - Students unable to show proof of adequate immunization via previous medical records or via positive titers may be excluded from attending classes or other activities on the

FSU campus for the duration of the outbreak which can be up to 21 days following diagnosis of the last case.

- Excluded students shall be solely responsible for any costs associated with exclusion from classes or university activities and
- Should such exclusions affect your grades and attendance records, you will be ineligible to apply for either a medical course drop or a medical withdrawal due to a situation or situations resulting from a vaccine-preventable incident.

Health Insurance

- Providing Proof of health insurance is an **annual requirement** for every full-time main campus domestic student and every student studying at FSU on a J or F visa.
 - Accompanying dependents of students on J visas must be insured.
 - Accompanying dependents of domestic students and students studying on F visas may be insured.
- **Who is exempt from the requirement to show proof of health insurance?**
 - Grandfathered students who were enrolled in the summer 2007 term or earlier and are still in the same program are not required to show proof of health insurance.
 - Distance learning students. Distance learning is a student group designation. Just taking a class on line or by correspondence does not automatically make you a distance learning student. Check with your department.
 - Domestic students taking less than a full-time credit hour load.
 - Students taking fewer than 12 undergraduate credit hours or 9 graduate credit hours in the spring and fall semesters may request a credit hour Underload as a part-time student.
 - Students taking fewer than 6 credit hours of any kind during summer session may request a credit hour Underload as a part-time student.
 - A credit hour Underload must be requested each semester via e-mail to healthcompliance@fsu.edu.
- Students must enroll in the school sponsored health insurance plan or waive enrollment in the school sponsored plan by showing proof of other comparable health insurance.
 - Refer to *Private Insurance Requirements* on the home page of the student insurance web site: www.studentinsurance.fsu.edu.
 - **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.
 - VA may pay for your purchase of the student health insurance. Check with the Veterans Office on campus for details.
 - Students insured by any form of **Medicaid, Medicare or other non-military government-provided health care,**

- Select the **Purchase FSU Health Insurance** button.
 - The charges will go on your account to be paid by your financial aid when it is disbursed.
 - Requests to cancel or change your purchase of student health insurance must be made in writing to healthcompliance@fsu.edu. Telephone requests will not be accepted.
 - If the policy has been in effect for 30 days from the first day of classes, the only acceptable cancelation will be for students leaving the university to join the military.
 - 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. 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.
- **Orientation Students:** No temporary waiver for immunizations will be granted. If you have not taken care of the health insurance compliance requirement before you come to orientation, a temporary exemption will be applied to your records so that you will be able to register for your classes at orientation if you have met the immunization requirements. That temporary exemption **EXPIRES** two weeks from the date it is entered into your record. If you have not complied with the health compliance requirements by then, a block will be placed on your ability to change your current schedule or register for future classes. The only way to remove the holds will be to comply with the requirements.
- **Unresolved compliance issues:**
 - If you have submitted your insurance information and still have a to do list in your student central account, that to do list will go away when Admissions finishes getting your account ready for orientation.
 - If you have submitted your immunizations records and have not been contacted by the health compliance office about a deficiency, the immunization compliance piece will post to the insurance site when Admissions finished getting your account ready for orientation.
 - If you have concerns about your compliance or whether your records have been received, contact the health compliance office at healthcompliance@fsu.edu.