

Effective September 15, 2016

Purchase of the Student Health Insurance Plan through Florida State University

- I. Who may purchase this plan?
 - a. Paid post-doctoral fellows who do not qualify for the FSU employer-paid plan.
 - b. Unpaid post-doctoral fellows and unpaid visiting scholars.
 - c. Students enrolled with the Center for Intensive English Studies (CIES).
- II. How to purchase this plan
 - a. Print the application.
 - i. Applicants on a J or F visa must use the application for the international plan.
 - ii. All other applicants use the application for the domestic plan.
 - iii. Applications must be legible to be processed.
 - iv. Valid US mailing and e-mail addresses are required.
 - b. Eligibility to purchase this plan will be verified.
 - i. Post-doctoral fellow and visiting scholar eligibility will be verified via e-mail from the compliance office to benefits@fsu.edu. The application must include the applicant's name and emplID.
 - ii. CIES student eligibility will be verified with the administrative offices of CIES.
 - c. Submit the completed application to the Health Compliance Office, room 1005, in the Wellness Center at 960 Learning Way.
 - i. Post-doctoral fellows and visiting scholars must include their appointment letter with the application.
 - ii. CIES students do not have to provide an appointment letter.
 - iii. Select desired coverage: annual, fall only, spring only, summer only
 - iv. Accompanying dependents may be insured under this plan.
 1. Include dependent information in the spaces provided.
 2. Dependent coverage must be the same as the applicant's coverage.
 - d. Charges will be placed on the applicant's account at Student Business Services.
 - i. The applicant must provide proof of payment in full for the requested coverage before the application process will be completed by the compliance office.
 - ii. The effective date of coverage will be the date payment is made.
 - iii. Charges will not be prorated.
 - iv. Charges will not be canceled once the application has been processed.
 - e. A new application is required for every renewal of coverage.
- III. After your insurance has been purchased
 - a. The insurance company, United HealthCare Student Resources (UHCSR) will send an e-mail to the e-mail address you have entered into your myFSU account with instructions to set up your MyAccount at the insurance company. At the site, www.uhcsr.com/fsu, you can
 - i. Print a paper copy of your insurance card,
 - ii. Get the card via an app for a smart phone or
 - iii. Request a hard copy of your card via the mail.

- b. You can update your Tallahassee mailing address, e-mail address and telephone number on the insurance company site in your MyAccount. To make the change permanent, you must also update the same information in your myFSU account.
- c. If you need to call the insurance company, the only telephone number to use is 800-767-0700. You may ask to speak to someone in your native language.
- d. Carry your insurance card with you at all times.
- e. Show your insurance card to your provider every time you seek medical care. Make certain the provider gets the UHCSR claims mailing address from the back of your insurance card to make sure the claims are filed with the correct insurance company.
- f. When you use the pharmacy for prescription medications you will pay
 - i. On the international plan:
 - 1. \$20 or the cost of the medication, whichever is less, for tier one medications;
 - 2. \$50 for tier two or three medications.
 - ii. On the domestic plan:
 - 1. \$20 or the cost of the medication, whichever is less, for tier one medications;
 - 2. \$50 for tier two medications; and
 - 3. \$75 for tier three medications.
- g. Go to www.uhcsr.com/fsu to view the plan brochure or the summary of benefits and coverage.
- h. You may seek medical care at
 - i. The Wellness Center on campus.
 - 1. They are open from 8-4 Monday through Friday. Call 850-644-4567 for an appointment.
 - 2. MDLive? is also available for you to speak with a nurse for no charge. Details are on the UHS web site: uhs.fsu.edu. If necessary the call can be escalated to a physician for a charge of \$40.
 - ii. Any Patients First in Tallahassee. Locations, hours of operation and telephone numbers are listed in the After Hours Care brochure on the UHS web site. A \$50 copay will be charged for this care.
 - iii. Any medical provider off campus.
 - 1. Check to see whether the provider is in the United Choice Plus provider network for in network care.
 - 2. If you choose to go to an out of network provider, understand that you will experience significantly higher costs for your care.
 - iv. The Tallahassee Memorial Hospital Urgent Care Clinic. The location, hours of operation and telephone number is listed in the After Hours Care brochure. A \$50 copay is charged for this care.
 - v. The emergency room at either of the two hospitals in Tallahassee. Understand that there is a \$350 emergency room copay, your plan deductible and your coinsurance for services received at the emergency room.
 - vi. If you are having a truly life-threatening emergency, call 911 for emergency help.

- IV.** If you prefer to purchase your health care coverage from the insurance marketplace:
- a. Go to www.healthcare.gov
 - b. Click on “See if I can enroll”. It is a green button on the page.
 - c. Create an account. Note that your e-mail address is also your username.
 - d. Scroll to the bottom of the page to the box marked Verify e-mail.
 - e. Check your e-mail. Click on the link that comes to you in your e-mail.
 - f. That link leads to a log in page. You log in to begin the application process.