

HEALTH INSURANCE VERIFICATION

Due to the regulations of our affiliating agencies, **all Health Career students must submit proof of health insurance coverage** to Health Services as part of their program requirements **annually**.

An acceptable proof consists of a letter of verification of coverage from the employer providing the coverage. It **must be on company letterhead** with the following:

- Current date
- Student's name
- Statement that the student has health insurance coverage
- Name of insurance (i.e. Blue Cross/Blue Shield, Aetna, Humana)
- Signature of company officer (usually Director of Personnel, Payroll Officer or Insurance Officer)

In instances where a **student has a personal health insurance plan**, a letter as above may be obtained from their local insurance agent.

Students without health insurance coverage may enroll in the ***Student Injury and Sickness Insurance Plan***. See brochure available in Health and Psychological Services, A364.

In order to facilitate verification, completed student insurance applications and checks in the appropriate amount (made payable to the insurance company) must be submitted to the Health and Psychological Services for processing rather than mailed directly to the insurance company.

Students choosing to enroll in the ***Student Injury and Sickness Insurance Plan*** via the internet must **print out and present the confirmation document** from the website to Health and Psychological Services.

Students on **Public Aid** must present their current card to Health and Psychological Services.

Students are responsible for **maintaining continuous insurance coverage** and presenting documentation of changes to Health and Psychological Services.

If you have any questions regarding acceptable proof of insurance coverage, please contact Health and Psychological Services at 847.925.6268.