

HEALTH INSURANCE VERIFICATION INSTRUCTIONS

All students must complete this entire form upon matriculation and there is **a new school policy requiring this form from EVERY STUDENT each year**. Throughout “you” and “your” refers to a medical student. “Official” refers to a health insurance agent, Human Resources person, accounts/personnel manager of a private company, a benefit company representative, etc.

PART 1: Student Information

- ◆ You complete the biographical information.
- ◆ Check “Yes” if you have enrolled or will enroll in the UNC Student Medical Insurance Plan offered by Hill, Chesson and Associates, on the web at {<http://www.hillchesson.com/>}. The annual plan is effective August 15 to the following August 14. Open enrollment lasts until September 30; however, you must pay for the policy by August 31. You do not need to complete Parts 2 & 3 of form.
- ◆ Check “No” if you have a policy with another health insurance agency or benefit company. Complete Parts 2 & 3 of form.

PART 2: Policy Information

- ◆ Complete Part 2, if “No” checked in Part 1. You or an official completes the policy information.
- ◆ Forms submitted with only Part 1 and Part 2 filled out will not complete the Health Insurance requirement. Continue to Part 3.

PART 3: Policy Verification

- ◆ Complete Part 3, if “No” checked in Part 1. Section completed by one of the verification methods listed: photocopy of card/policy, letter signed by official, or signature of official.
- ◆ Photocopy of card must include your name, and the name of the insurance company. If the card only has the policy holder’s name and not your own, please photocopy the page of the policy documentation which indicates that you are also insured.
- ◆ Some insurance agencies have policies against completing forms. In this case, it is acceptable to submit a separate letter signed by the official naming you as covered.
- ◆ Forms sent to the official for signature in Part 3 need to be returned to the UNC-CH School of Medicine by August 31, 2009. You are responsible for confirming that actions asked of the official are completed on time.

For Further Information – Contact:

Office of Student Affairs
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