Domestic Health Insurance Requirements:

1. Your plan must be compliant with the Affordable Care Act [http://www.acha.org/Topics/Affordable_Care_Act/ACA_101_Health_Insurance_Marketplace_Outreach_and_Enrollment_Toolkit.pdf](http://www.acha.org/Topics/Affordable_Care_Act/ACA_101_Health_Insurance_Marketplace_Outreach_and_Enrollment_Toolkit.pdf)
2. Coverage must be for the entire academic year, including holidays and the summer break, even if you will not be attending summer session.
   a. Fall coverage dates must be at least for August 15 through December 31.
   b. Spring coverage dates must be at least for January 1 through May 9.
   c. Summer coverage dates must be at least for May 10 through August 14.
3. Your plan must provide in-patient and out-patient mental health coverage.
4. Your plan must provide for needle-stick and face splash coverage.
5. Your plan must have a provider network in the Bay County area that provides not only emergency care but also provides routine, urgent, specialty, diagnostic and hospital care. **An emergency only plan for Panama City is not sufficient.**
6. You must have prescription coverage.

Have This Information on Hand to Complete the Waiver:

1. The name, date of birth and gender of the primary insurance holder on the policy and their relationship to the student: parent, spouse, or self.
2. The name, US claims mailing address and the customer service telephone number of the insurance company.
3. The policy number. It is often labeled as the Member ID or Subscriber ID on the insurance card.
4. The group number of your plan. This is optional.
5. The effective date of your coverage. It must be on or before the first day of the terms as outlined above.
6. The termination date of your coverage.
   a. If your plan renews annually on its anniversary date, leave the termination date blank.
   b. If your plan ends and you have a new plan with new coverage, be sure to terminate the old plan (using the day before the new plan begins) to make sure your waivers are always up to date.
   c. If your plan ends during a semester and no new plan has been entered to continue coverage for you, that semester will not be cleared for you.

Insurance Compliance

1. Is an ANNUAL requirement. If you complete the waiver successfully, your waiver will be effective for three terms. Remember that summer must also be covered.
2. During the semester when your waiver is set to expire (usually summer), you will receive reminder e-mails to renew your waiver for another year. If you are graduating or no longer attending FSU, ignore the reminder.
3. When renewing your waiver go to the NAP office or the Panama City Office of Student Affairs and complete a waiver form, providing the necessary documentation as previously done.

If you need assistance, contact the FSU PC NAP office or the FSU PC Office of Student Affairs at 850.770.2176 or stuaffairs@pc.fsu.edu.

Eff: 6/24/2015