

# University of St. Francis

## Health Records and Health Insurance Checklist



### Health Records- For additional information you may call (815) 740-3399

- Complete registration
- Get all required immunizations

List of required immunizations can be found by the following:

- Go to [www.stfrancis.edu](http://www.stfrancis.edu)
- Student Experience (tab on main screen)
- Health and Personal Counseling (scroll to middle of page and you will find the links of printable page).

We need complete health records by **August 1** to avoid holds on your account.

We make it easy to submit your health records. You can either use Cam Scanner Application or your own scanner. The steps to submit your health records are as follow:

1. Scan or take a picture of document (s) and save. Please make sure the image is clear.

Login In your portal

1. Type **Submit Medical Records** in the Search Bar
2. Browse ( Select Document)
3. Must be JPG, PNG, TIFF, or PDF
4. Upload File (s)
5. Done

You may call USF Health Records (815) 740-3399 to ensure documents were received.

#### Are you a student athlete?

- If "No"- You are done! We encourage you to check with USF Health Records to confirm receipt of your immunizations by calling (815) 740-3399.
- If "Yes"- Student Athletes please keep in mind our health records are separate from the athletic department requirements; we need the completed forms for our records to avoid holds on your account.



### USF Health Insurance- For additional information you may call (815) 740-3399

#### Do you need school health insurance?

- "NO"- **Please note: All students are automatically enrolled every year.** If you do not require USF insurance you must elect to waive Student Insurance during registration. This process must be completed every year to avoid school insurance charge. If registration process was not completed, reminders will be sent to USF student emails prior to the deadline. There is no hard copy of this form.

Student Insurance Waiver Form can be found on Student Portal:

- Go to [www.stfrancis.edu](http://www.stfrancis.edu)
- Login to portal
- Go to "For Students" tab on left hand side
- Go to "Tuition/Bill Account Summary"
- Go to "Student Insurance Waiver" (middle of page on your lower right hand side)

- "Yes"- no forms are required; you are automatically enrolled as long as you are eligible. Requirements: Traditional students and student athletes registered for 12 or more credit hours.