

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
- Campus Life (tab on main screen)
- Counseling and Wellness Center

We need complete health records by **October 23, 2020** to avoid a medical fee and medical hold on your account.

Health Records Submission

Take a picture of document (s) with your phone and save. Please make sure the image is clear.

Login in your MyUSF portal

1. Type Submit Medical Records in the search bar of the myUSF portal
2. Browse (select document)
3. Must be JPG, PNG, TIFF, or PDF
4. Upload File (s)

Are you a student athlete?

- ☐ 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 spring and fall 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:

1. Go to www.stfrancis.edu
2. Login to portal
3. Go to "For Students" tab on left hand side
4. Go to "Tuition/Bill Account Summary"
5. Helpful Links
6. Student Insurance Waive

- ☐ "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. **Student Insurance Waiver Deadline September 04, 2020.**