Check list of items to know when completing your health record:

- Keep your health record in its original order – please DO NOT STAPLE OR FOLD your health record and please DO NOT STAPLE ADDITIONAL PAPERS TO YOUR HEALTH RECORD. Any additional papers should be placed, unattached and unfolded, in the envelope along with your completed health record.
- Return your health record when it is FULLY completed. Incomplete health records will be returned.
- A physical is required within six months prior to the first day of classes. This is for your protection as well as the protection of our campus community.
- It is important that your immunizations be up-to-date. To obtain dates for your immunizations, contact your pediatrician or high school. For those immunizations not covered by your health insurance, some may be obtained for free or at a discounted rate through your local Department of Health.
- For students receiving allergy injections in the SU Health Center, the Susquehanna University Allergy Injection Policy must be printed and completed by the student’s allergist before allergy injections can be administered in the Health Center. This form can be found on the Health Center’s web page at http://www.susqu.edu/health.
- Include a copy of your insurance card with your health record.
- The student’s signature is required on page 12 (all students) and pages 12 and 13 (for student-athletes only).
- A physician’s signature is required on pages 6 and 10 (highlighted) and an allergist’s signature is required on the SU Allergy Injection Policy if receiving allergy injections in the SU Health Center.

Frequently asked questions:

Q – What if I do not hand in a health record or hand in an incomplete health record?
A – Missing or incomplete health records will place a hold on your registration, athletic participation, and/or your room key will be held the day you arrive on campus (please see the back of this page for our “Key Hold” policy).

Q – My insurance only covers a physical once a year. Am I still required to have a physical within six months prior to the first day of classes?
A – Yes, physicals prior to six months will not be accepted and will cause your health record to be incomplete. Sports physicals within this time frame are also accepted (please include copy of physical when returning your health record).

Q – Do I need to pay the Health Center fee if I have my own private insurance?
A – Yes, it is mandatory for all students to pay the Health Center fee. This fee will be applied to your tuition allowing no co-payment when you visit the SU Health Center for illness or injury. Additionally, most lab services are covered by this “in excess” benefit package, within limits. Information regarding the “in excess” benefits package can be found at http://www.eiiastudent.org/susquehanna. In cases where charges exceed the benefit limit, claims will be submitted to the student’s private insurance first. It is important to remember that this benefit is an “in excess” plan and has minimal coverage so private insurance should not be cancelled due to this extra coverage. In most instances the maximum the school insurance will pay per sickness is $500.

Q – Does my private insurance cover me when I am away from home?
A – All health insurances vary. It is very important to know your coverage before leaving home. IMPORTANT: Before arriving on campus, phone your insurance company to inform them that you will be attending college away from home and ask them if you need to change your primary care provider to a care provider located near the University. Although you do have coverage through the “in excess” benefits package, these benefits will only cover at 50% if your home insurance refuses payment due to your being seen out of network. Please include a copy of your insurance card with your health record and have a copy of your insurance card with you when you arrive on campus.

Q – Can the Health Center share information with my parents without my consent?
A – No, students are, by law, considered adults (no matter who pays a student’s tuition fee) and information obtained in the Health Center can only be shared with parents if a student signs a release to share this information. The Consent to Release health information can be signed by students in the Health Center any time after August 31st.

Q – What do I do if I am not feeling well and need to be seen by a care provider?
A – The Health Center has physician appointments daily (please check the Health Center’s Web page at http://www.susqu.edu/health for physician hours). The physician is seen by appointment only and appointments fill very quickly. It is best to phone the Health Center first thing in the morning to speak to a nurse, who will schedule you for an appointment.

Q – Can I obtain my allergy shots in the Health Center?
A – Yes, however, the SU Allergy Injection Policy must be completed and signed by the student’s allergist and signed by the student. The form can be found on the Health Center’s web page at http://www.susqu.edu/health. This service is only offered during physician hours. The initial allergy injection must be received at the student’s immunologist’s office. Titrating or maintenance doses can be administered at the Health Center. The Health Center can store your allergy record and vials, however, allergy vials cannot be mailed to the Health Center. Please bring them to the Health Center yourself. We ask that students remain at the Health Center for 30 minutes after allergy injections.

Q – My family physician prescribes medication to treat my ADD/ADHD. Do you provide this service at the Health Center?
A – No, we encourage you to continue your treatment for ADD/ADHD as you had previously. Please schedule appointments during your semester breaks for maintenance of prescriptions as needed. The Health Center is not involved in any screening or treatment processes.