



New York Medical College Policy and Procedure Manual

Section: STUDENT FINANCE	No.: CO.711
	Date: June 14, 1993
Subject: STUDENT BLUE CROSS/BLUE SHIELD COVERAGE	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines ensuring that Medical School students have hospitalization insurance.

II. Scope

This policy applies to all College medical students.

Full-time graduate students may purchase this insurance upon request by contacting the Student Finance Department.

III. Definition

Not applicable.

IV. Policy

It is the policy of New York Medical College that all Medical School students have hospitalization insurance and that full-time graduate students may obtain hospitalization insurance upon request.

V. Procedures

- A. Students are sent a **Hospitalization Insurance (SF-2)** form with the **Tuition Billing Statement (SF-1)**.
- B. Students who choose the College's hospitalization insurance plan must pay the premium.
- C. Students who obtain coverage on their own must provide the Student Finance Department with documentation indicating they have hospitalization insurance.

Issued By:	Approved By:
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VI. Responsibility

A. Student

1. Complete the **Hospitalization Insurance (SF-2)** form and mail to the Student Finance Department.

B. Student Finance Department

1. Send **Hospitalization Insurance (SF-2)** form to student.
2. Send new applications to Blue Cross.
3. Keep required documentation on file for those students who choose not to take the College's Blue Cross policy.
4. Provide advice and guidance with respect to the interpretation and administration of this policy.