

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Health Insurance		SOP #: SA.009.03
Effective Date	02.01.2018	
Last Revision/Review	05.06.2024	

1. Purpose

To outline and define the processes by which students submit health insurance information.

2. Related Policy/Authority

College Catalog

3. Faculty/Staff Responsibilities

Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

1.1 All Burrell students are required to maintain active continuous health insurance coverage while enrolled in the DO curriculum.

2.1 Minimum Level of Coverage

a. Burrell utilizes the “10 Essential Health Benefits” list as the encouraged level of coverage (<https://www.healthcare.gov/coverage/what-marketplace-plans-cover/>). The 10 essential benefits are:

- i. Ambulatory patient services (outpatient care you get without being admitted to a hospital)
- ii. Emergency services
- iii. Hospitalization (like surgery and overnight stays)
- iv. Pregnancy, maternity, and newborn care (both before and after birth)
- v. Mental health and substance use disorder services, including behavioral health treatment (this includes counseling and psychotherapy)
- vi. Prescription drugs
- vii. Rehabilitative and habilitative services and devices (services and devices to help people with injuries, disabilities, or chronic conditions gain or recover mental and physical skills)
- viii. Laboratory services
- ix. Preventive and wellness services and chronic disease management
- x. Pediatric services, including oral and vision care (but adult dental and vision coverage aren't essential health benefits)

3.1 Verification of Coverage

a. The Office of Student Affairs will verify proof of active coverage at the beginning of each academic year and also midway through the academic year.

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- b. Students will submit proof of active health insurance coverage to their tracker on Castlebranch.
- 4.1 Acceptable Proof of Active Coverage
 - a. Acceptable forms of proof are a letter from an insurance provider or a screenshot of an online insurance portal or copy of insurance card
- 5.1 Record Maintenance
 - a. Record of Health Insurance compliance is maintained using the Castlebranch online portal

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

Approved by	05.06.2024
Department Head of Student Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
06.25.2019	1.1	BCOM no longer has a college-sponsored Student Health Insurance Plan		06.25.2019
05.15.2023	1	Updated purpose		05.15.2023