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.
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

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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: Department Head of Student Affairs
   Date: 05.15.2023

9. Distribution List
   Internal/External

10. Revision History

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