

**HEALTH INSURANCE CHECKLIST**  
*For UW-Seattle students and families*

**PARENTS/GUARDIANS**

- Complete the Know Your Benefits worksheet (reverse side of this page) and review with your student
- Identify a primary care, urgent care, emergency care, and mental health provider that is close to UW-Seattle and in-network with your health insurance
- Discuss any out-of-pocket costs associated with using your health insurance and how they will be paid with your student
- Ensure your student has an insurance card
- Arrange for transfer of any medical records needed to establish care in Seattle (if student has an ongoing medical or mental health issue)
- If your student does not have health insurance coverage in Seattle, contact Hall Health's Health Promotion Office (info at the bottom of the page)

**STUDENTS**

- Review the Know Your Benefits worksheet (reverse side of this page) with your parent/guardian
- Review the primary care, urgent care, emergency care, and mental health providers your parent/guardian has identified
- Determine how you will carry your insurance card with you at all times (wallet, back of your phone, etc.)
- Take a photo of the front and back of the insurance card to store on your phone
- If you have ongoing medical or mental health concerns, schedule an appointment with a local provider (doctor, therapist, etc.) to establish care before the quarter starts or early in the quarter. Find a provider through your insurance company's online directory. Consider scheduling a first appointment when you come to Seattle for orientation.

Contact Hall Health's Health Promotion Office at (206) 616-8476 or [hhpccweb@uw.edu](mailto:hhpccweb@uw.edu) if you do not have adequate health insurance coverage in Seattle or have questions about health insurance

**KNOW YOUR HEALTH INSURANCE BENEFITS**

*Worksheet for UW-Seattle Students with Private Insurance*

**Background**

Although your family has health insurance, there are still costs associated with health care. Use this worksheet to learn about your health insurance benefits and network. If you have questions, contact us at [hhpccweb@uw.edu](mailto:hhpccweb@uw.edu), visit Hall Health's Health Promotion Office, or call (206) 616-8476.

**Instructions**

Call your health insurance company. The phone number is typically listed on the back of your health insurance card. Save this document for your reference.

Name of insurance company		
Insurance company phone number		
Date of call		
Name of insurance company representative		
<b>Question</b>	<b>Answer</b>	<b>Notes</b>
Does the insurance plan provide coverage in the Seattle area?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are Hall Health Center and UW Medicine clinics (tax ID number 91-1220843) contracted with my insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are the Hall Health Pharmacy and Lab (tax identification number 91-6001537) contracted with my insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do I have a deductible? For which services?	<input type="checkbox"/> YES <input type="checkbox"/> NO	How much?
Do I have to pay co-insurance (% of cost of care)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	How much?
What is the maximum out-of-pocket cost I would pay each year?		
What are my copays (flat fee costs) for prescription medication? Appointments?		
What are my outpatient mental health benefits? What portion of the cost must I pay?		
Is intensive or intensive outpatient mental health treatment covered? What portion of the cost must I pay?		
Do I need prior authorization or a referral for any services?		
What is my dental coverage?		
What is my vision coverage?		
How can I access a database of contracted providers?		