

# HEALTH CENTER REQUIREMENTS DO'S AND DON'TS

This is the busiest time of the year for the Wellness Center. Our staff is responsible for approximately 1,600 medical records each year! As you can imagine, all of these records take quite a lot of time to process. To help make the college transition run smoothly for you and the medical staff here at the Wellness Center, please read the following Dos and Don'ts list:

- DO schedule your physical and immunizations in a timely manner to reach our deadline.
- DO have all medical information filled out on our Mount St. Mary's forms only. (We will accept the physical on another form).
- DO double-check contents of all forms to make sure they are complete (A check list is provided on cover page for your convenience)
- DO make sure you specify "Wellness Center" on your return envelope if you are mailing your forms.
- DO make copies of all forms before bringing or mailing the original forms to the Wellness Center.
- DO contact Hulse/QM with college health insurance questions...the Wellness Center does not handle the purchase or waiver of the school's insurance program.
- DON'T send the Wellness Center your college health insurance waiver – send it to Hulse/QM Healthcare Advocates.
- DON'T mail your athletic medical forms (if you're an athlete) to the Wellness Center and vice versa... we are separate departments and, therefore, cannot share confidential information.
- DON'T fax your completed medical package to the Wellness Center. Because medical records are confidential and fax quality is never guaranteed, we prefer to have the original forms mailed.
- DON'T call the Wellness Center to verify receipt of your information...our staff will notify you if they have been received complete or incomplete.