

Dear Student:

Thank you for coming to the UC Irvine Student Health Center for your health care needs. There are a few points to remember when receiving medical and/or mental health services at our facility:

1. If you are a **Registered UCI student**, you do not need to check out at the Cashier after your visit at the Student Health Center. Any patient responsibility – copay/coinsurance – will be billed to your ZOT account after claims are paid by the SHIP carrier. For Non-SHIP registered students, visit charges will be directly billed to the students' ZOT account. Check your ZOT account regularly for any SHC charges. Student Health Center's fees for the most common services can be found on its website (See the *Cost of Care* document on the [Fees for Common Services](#) page). Fees are reviewed annually and are subject to change without notice.
2. If you are a **Non-registered UCI student** – i.e. Extension students and Reciprocity students – you must stop by the Cashier after your visit to settle your patient account. Payment is due when services are rendered at each visit. Unpaid balances will be transferred to Financial Services for collections.
3. At times, your medical provider may refer you for additional services such as lab, radiology (X-ray), or specialty services. Please be advised that these additional services may result in additional charges for which you will be responsible. Should you require a pricing estimate, please notify our billing office prior to services being rendered by a medical provider.
4. Student Health Center bills the Student Health Insurance Plan (UC SHIP) for services rendered and then transfers the fees that are the student's responsibility (e.g., copays, coinsurance) to the student's campus billing account (Zot account). You are expressly authorizing the Student Health Center to bill the UC SHIP insurance plan on your behalf for medical or mental health insurance benefits. Any unpaid balance is the responsibility of the patient. Student Health Center does not bill any other insurance plans including but not limited to: Medicare, Medi-Cal, Healthy Families, and other insurance plans or plans operated by one of the state/federal exchanges.
5. It is the policy of Student Health Center not to waive fees once services are rendered. If payment arrangements are necessary, please contact Campus Billing Services.
6. Submitting claims on your behalf to the UC SHIP plan for services rendered at Student Health Center is based upon verifiable insurance eligibility. If at any time it is discovered that you were not eligible to receive insurance benefits for services rendered, you will be responsible for payment in full for all services rendered as well as any associated fees or subsequent charges.
7. Any unpaid or outstanding balances on your campus billing account may result in limits being placed on your registration or your ability to receive final transcripts. Outstanding balances are also subject to a service fee.
8. Any charges not covered by insurance are the responsibility of the patient. Any disputed payment amounts are the responsibility of the patient if the insurance company is unwilling to pay on your behalf.
9. Missed appointments or late arrivals may result in assessed service fees for which you will be responsible.
10. Knowing insurance plan benefits, coverage levels, exclusions and limitations is the patient's responsibility.

By signing below, I acknowledge that I have read and understand the information presented in the above paragraphs.

Signature

Student ID#

Date

Print Name

