

# CHAPMAN VISITING SCHOLAR MEDICAL INSURANCE GUIDE

## VISITING SCHOLAR RECEIVING CHAPMAN HEALTH BENEFITS

Use this guide to fulfill the medical insurance coverage requirement for your J1 program at Chapman University. Exchange visiting scholars and accompanying dependent/s must have medical insurance coverage during their entire stay in the United States. ***Failure to do so can result in the termination of J1/J2 immigration status.***

### Medical Insurance Coverage Required by the Department of State (DOS):

\$100,000 per accident or illness  
\$ 50,000 medical evacuation  
\$ 25,000 repatriation  
Maximum deductible \$ 500 per accident or illness

**Please Note:** Medical insurance coverage from third-party company, Gallagher Benefits Services and Chapman University Health benefits plan meet the requirements for DOS.

### Required Medical insurance coverage for 1 month (30-day coverage)

Visiting scholars gain access to select medical insurance coverage **only** 30 days prior to program start date listed on the DS 2019.

Exchange visiting scholars and accompanying dependent/s must have medical insurance coverage before becoming eligible for Chapman health benefits.

Choose **one** option below:

- a. Purchase **1 month (30-day coverage)** medical insurance coverage from [Gallagher Benefits Services](#)
- b. Complete a **waiver coverage request** through [Gallagher Benefits Services](#) if you have your own medical insurance plan that meets at least the **1 month (30-day coverage)**.

**Note:** If waiver request is denied, you will need to purchase option a. listed above.

### Confirming 1 Month Medical Coverage to Chapman University

Must be cleared before arrival to the United States.

Email Confirmation of enrollment (Your IMG Documents) or waiver approval to Xochitl Lopez, [xlopez@chapman.edu](mailto:xlopez@chapman.edu)



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## During your first 30 days at Chapman University

Review your **welcome email** from the Office of Faculty Advancement and refer to the **Benefits At-A-Glance Guide** attachment to review your medical insurance options.

<b>Benefits Paperwork</b>	Benefits information will be covered in detail by the <b>Human Resources Benefits Team</b> in an upcoming orientation. The Benefits Team will invite you to a benefit orientation within a few weeks of your hire.
<b>Before Enrollment in Chapman Benefits Plan</b>	<p>New hire paperwork must be complete with Human Resources (HR), this includes submitting your social security number (SSN).</p> <p>Social security card delays must be reported to Xochitl Lopez, <a href="mailto:xlopez@chapman.edu">xlopez@chapman.edu</a> immediately.</p> <p><b>You are not eligible to enroll in a Chapman medical health plan without your SSN.</b></p>
<p><b>Benefits Questions?</b></p> <p>For general questions regarding your benefits eligibility, please reach out to Human Resources at <a href="mailto:benefits@chapman.edu">benefits@chapman.edu</a> and use “<b>Benefit Question</b>” as your email subject line.</p>	

## Enrolling in a Chapman Benefits Plan and Completing J1 Program Medical Insurance Requirement

Once hiring paperwork is complete with Human Resources you must enroll for the Chapman medical health plan of your choice.

1. Enroll for the Chapman University health plan by visiting [Working@Chapman](#)
  - i. Select the **Employee/Manager Self-Service tile**,
  - ii. Click on **My Benefits**,
  - iii. Click on **Benefits Enrollment**,
  - iv. Use the **Select** button to begin enrollment,
  - v. Once all elections are made click **submit**
2. Purchase supplemental policy for **medical evacuation and repatriation** coverage from [Gallagher Benefits Services](#) **after** you select and confirm your Chapman medical health plan on your Employee/Manager Self Service portal.
3. Once step 1 and 2 are complete, proceed to request **waiver of coverage** through [Gallagher Benefits Services](#)  
 You will need to remember what insurance you selected and use Benefits At-A-Glance Guide to help you with waiver submission.

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## Confirm Medical Coverage

You must email Xochitl Lopez, [xlopez@chapman.edu](mailto:xlopez@chapman.edu) confirmation of enrollment for the following:

- a. Chapman health plan selection,
- b. Supplemental policy for **medical evacuation and repatriation**,
- c. **Waiver of coverage approval.**

## Annual J1 Program Requirement

Everyone receiving Chapman Health Benefits renews medical benefits selection on an annual basis. You are required to also purchase supplemental policy for **medical evacuation and repatriation** coverage from [Gallagher Benefits Services](#)

*Confirmation of medical coverage is required to continue participation in your J1 program. Coverage is to be emailed to Xochitl Lopez, [xlopez@chapman.edu](mailto:xlopez@chapman.edu)*

## Chapman Benefits Effective Date

Your benefits will be effective on the first of the month, following your contract start date. (For example, if your start date is 8/1, they will be effective 9/1).

Helpful Resources	
Need assistance with waiver of coverage?	Contact Gallagher Benefits Client Service Center: <a href="mailto:UniversityServices.GBS.chapmanvs@ajg.com">UniversityServices.GBS.chapmanvs@ajg.com</a>
Visit <a href="#">Gallagher Benefits Services</a>	Review or purchase medical plans and submit a request to waive coverage.

