Dear Muhlenberg College Student and Family,

The health and counseling staff warmly welcome you to our college. We are committed to providing you, our student, with high quality care as you pursue your Muhlenberg College education. In preparation for your arrival on campus, you are required to submit health records, including a Physical Exam, Immunization Record, and Health Insurance information (as well as enrollment or waiver of our Student Health Insurance Plan). Thank you for reviewing and completing the following steps.

**Step One: Review the following information**
- Prematriculation Immunization Requirements
- Meningococcal Disease and Immunization

**Step Two: Print the Muhlenberg College Health Record** (Immunization Record and Physical Exam) and bring to your health care provider to complete.
- **All students** must have a physical exam within 12 months of the first day of class.
- **Varsity athletes**: a physical exam (within 6 months prior to the start of fall practice), EKG, and sickle cell screen are required.

**Step Three: Submit Health Forms – due by July 1 (fall enrollment) or January 5 (spring enrollment)**

Complete the following forms on "My Forms" tab in the PyraMed Health Portal and upload required records (Immunization Record, Physical Exam Record, Insurance Card).

1. "Medical History"
   - Within this form, you will answer questions about your medical history, including medical conditions, allergies, and family history. You will also be required to upload an image of your Physical Exam and Immunization Record, which you may do through a link on this form or through the Document Upload tab on PyraMed.

2. "Health Insurance"
   - Upload copies of health insurance and prescription cards (front and back sides) where prompted within the Health Insurance Form.
   - Complete the Health Insurance Form on the Health Portal. You may need to call the customer service number for your insurance in order to answer some questions about coverage in the Allentown area.
   - The College is partnering with Lehigh Valley Health Network to provide all campus health and counseling services as an on-campus family practice office to our
students beginning Fall 2024. Please check with your health insurance carrier to determine if they participate with Lehigh Valley Health Network.

- The College requires that all students have primary health insurance coverage. Students must maintain current insurance information with health services. They, with help from their parent/guardian, should also understand their insurance plan coverage (e.g. referral information, laboratory information, in-network providers within Allentown area, etc.).
- The College does provide a limited accident insurance policy for all full-time traditional students, which is secondary to the student’s primary health insurance coverage and does not provide any coverage for illnesses. Health Services as soon as an injury occurs for information on this.

3. "Consent for Treatment & Communication Preferences"

4. "Emergency Contacts"

Step Four: Student Health Insurance Plan – Enrollment or Waiver Required – due before August 1 (fall enrollment) or January 5 (spring enrollment)

All students must either enroll in or complete the waiver for the College’s Student Health Insurance Plan before August 1. Information about the student health insurance plan, as well as the enrollment and waiver form, are available here (https://rcmdstudentbenefits.com/muhlenbergcollege). Enrollment and waiver forms will be available mid to late June.

Step Five (Varsity Athletes Only): Complete additional medical forms on the Sports Medicine website.

Step Six (Optional): Request accommodations, auxiliary aids and services for students with disabilities.

- Students with documented disabilities who request accommodations, auxiliary aids and services are encouraged to identify their needs to the Office of Disability Services as soon as possible after their decision to attend Muhlenberg has been finalized. For any questions, please call the Office of Disability Services (484-664-3825) or refer to their website.
- **Special Housing/Special Dining Services Requests** must be submitted to the Office of Disability Services along with the supporting documentation by the deadlines listed on the forms. Please consult the Office of Disability Services for specific information about the process and required documentation. Documentation of a disability does not guarantee that an application will be approved. Students with the most severe needs will be given first priority in securing special housing if the need/disability significantly impacts their ability to perform activities of daily living.

Please be certain that all health form information is completed by July 1 (for fall entry) or Jan 5 (for spring entry). You will be notified by "Messages" on the PyraMed Health Portal regarding any incomplete information. If you cannot complete your forms by the deadline, notify Health Services. IN ORDER TO MOVE IN TO YOUR RESIDENCE HALL, ALL HEALTH FORMS (INCLUDING REQUIRED DOCUMENTATION) AND ENROLLMENT OR WAIVER OF THE STUDENT HEALTH INSURANCE PLAN MUST BE COMPLETE.
Please contact Health Services 484-664-3199 or Counseling Services 484-664-3178 should you have any questions or concerns. Welcome to Muhlenberg, we wish you success, happiness and good health!

Sincerely,

Brynnmarie Dorsey, CRNP
Executive Director, Health & Counseling Services