



Medical Record, NSSF, and HIP

Medical Record

All new undergraduate and graduate students are required to submit a complete medical record including vaccination records to the University Health Services (UHS) and finalize their medical clearance before registration.

Upon acceptance to AUB, students are required to start the process of medical clearance by following the below steps:

- > DOWNLOAD the Entrance Student Medical Record Form:
http://www.aubmc.org.lb/clinical/FM/Documents/student_medical_record.pdf
- > The form should be completed, signed, and stamped by the students' personal physician or a physician at the AUBMC Family Medicine clinics which is located in Wassef and Souad Sawwaf Building on Clemenceau Street, phone: 01350000, ext.3000. Remember to take your vaccination records with you to the physician's visit.
- > Activate your AUB net account. Complete the necessary information, including immunization and other medical history using the link: <http://uhs.aub.edu.lb> and upload the form. You can scan or take a snapshot of the filled form using your phone. Make sure the document is readable.
- > If the submitted form is declined by UHS, an automatic email will be sent to the concerned students. The students will be responsible for updating the vaccination with the personal physician and resubmitting it.

Old returning students need to update their medical record by contacting UHS at 01350000 ext. 3015 or 7822.

All medical records are confidential.

For more information, please contact the University Health Services at 01350000 ext. 3015 or 7822 from 8:00 am to 5:00 pm – Monday to Friday.

Students may use UHS for all their health concerns (sickness, medical conditions, immunization, medical advice etc.).

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF (National Social Security Fund) is mandatory by law for all Lebanese and French students, excluding freshmen and students that are older than 30 years of age. Non-Lebanese students may not join.

All new students and returning students who have been absent from AUB for a number of terms who are eligible according to the above are URGED to complete, in person, the NSSF declaration form at the Office of the Registrar Window as per deadlines usually circulated to the students.

Please read the following carefully before you fill out the form:

A- Those who benefit from NSSF:

- > Students who benefit from one of their parent's NSSF, or
- > Students who are working and have their own NSSF number must bring a certificate showing their NSSF number or that of their parents so that the fee can be refunded. (N.B.: The fee is non-refundable after the deadline).

B- Those who do not benefit from NSSF:

- > Students who do not benefit from one of their parent's NSSF, or
- > Students who do not work must bring a family registration form **إخراج قيد عائلي** or copy of their National Identity Card to become enrolled in NSSF and receive their own NSSF number.

AUB staff dependents must also declare.

Health Insurance Plan (HIP)

The Health Insurance Plan (HIP) provides medical and hospital coverage to the AUB community, namely academic and non-academic staff, retirees, students, and IC staff and their families.

- > Second-class health care coverage is mandatory for all students during their years of study at AUB. Therefore, a new or continuing student registered for at least 6-credit hours is automatically enrolled under the Health Insurance Plan (HIP). However, students may be exempted from enrolling in HIP if they present proof that they are covered by another healthcare insurance provider.
- > HIP members are required to exclusively use the medical services of the AUB Medical Center (AUBMC). HIP coverage of students is limited to medical care inside Lebanon only.
- > A 'student' is defined as a person registered for a course of study at the university, whether working or not working towards a degree, on a full-time or part-time basis. Auditors are not considered students.
- > PhD students - while registered - are eligible for HIP until they achieve their degree.
- > Graduate students registered for a thesis are eligible to continue HIP coverage for a period of two consecutive years only.
- > Students who register at the beginning of the first term are covered by HIP for twelve months, provided they do not graduate, withdraw, or become suspended and/or dropped from the university. HIP fee charges per term are announced each year by the AUB Benefits Office.
- > Students who register at the beginning of the second term are covered until August 30 of the same year, provided they do not graduate, withdraw, or are not suspended and/or dropped from the university.
- > Students who register at the beginning of the summer term are covered until August 30 of the same year. Student coverage during the summer is strictly limited to use of the AUB Medical Center (AUBMC) services.
- > In case of emergency during the fall and spring terms only, if students are not on campus or within the vicinity of the AUB Medical Center, students can report to the nearest medical service provider and get the needed care. Reimbursement of the bill cannot exceed 80 percent of AUBMC rates.
- > Eligible married students may enroll their spouse and children who are living with them in Lebanon, at the regular second-class rate as long as they remain duly registered at the university and are HIP members.
- > Unlike other HIP members, students are not charged co-payment or cost sharing applied by the plan to outpatient services.
- > Students will be covered by HIP from the beginning of a specific term, provided they register and pay their fees. Coverage is up to 48 hours after graduation or leaving the university (due to withdrawal, or being dropped from the university).

These guidelines are meant to be a mere summary of provisions of the plan and are provided solely as a matter of convenience; they in no way define or limit the scope or intent of any provision of the plan.



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