

Clinical Psychology Graduate Student Mental Health Benefit

Procedures for clinical-area psychology graduate students who wish to seek psychological services from an off-campus provider are as follows:

1. Students make an appointment at the University Health Center and ask the provider for a referral for off-campus mental health care. Because the UHC refers most students to UCC for mental health care, its providers do not have much familiarity with local mental health care (MHC) providers. Thus, students may wish to look into community providers in advance of making an appointment.
2. When students see the community MHC provider, they follow the University's usual procedures when using health-care insurance. Co-pays and other out-of-pocket expenses should be applied to the deductible and students should receive (an) Explanation(s) of Benefits (EOBs) documenting this. If this does not occur, students are responsible for contacting the insurance company to inquire into the matter. If this does not resolve the matter, students should contact the ND Health Advocate for assistance:
<http://hr.nd.edu/benefits/health-advocate/>
3. At the end of the year or when the EOBs indicate that the deductible has been reached, students make an appointment with Rob Becht in the College of Arts and Letters (1-7340) and take the EOB(s) to his office (100 O'Shaughnessy).
4. When students show the EOB(s) to Rob Becht, he will process a payment in the amount of the out-of-pocket expenses up to the amount of the deductible. The student remains in possession of the EOB(s) throughout the procedure.
5. Students will be provided with a brief letter (see next page) documenting that the payment is not taxable.
6. The only documentation of student use of this procedure is that a record of the payment will be retained in the College to ensure appropriate use of the procedure.
7. Given that assurances that a procedure would be put in place date back to mid-2015, this procedure is retroactive to 2015.

DATE

Dear student,

This letter serves as notification that the payment you have received in the amount of \$_____ is for a non-taxable, reimbursable expense.

Sincerely,

Rob Becht
Senior Director of Finance & Administration
University of Notre Dame
College of Arts & Letters