



515 Loudon Road  
Loudonville, New York 12211-1462  
1-888-AT SIENA www.siena.edu

Office of Health Services  
MacClosky Townhouse Commons  
518-783-2554  
518-783-2961

Dear Student:

Congratulations on your acceptance to Siena College. In order to effectively respond to your health needs while attending Siena College and to comply with New York State Public Health Law, a Health Record must be completed by you and your health care provider. The Health Record and the Immunization Record **MUST** be completed and returned to the Siena College Office of Health Services **prior to the start of class.**

**All of the required forms must be downloaded from the Health Services website at [www.siena.edu/healthservices](http://www.siena.edu/healthservices).**

Please be sure that the information listed below is complete and that all necessary signatures are included.

- The results of a college entrance physical exam performed within the last two years must be reported on page 3 of the Health Record.
- Evidence of a current Tuberculosis Screening must be performed within the past year and documented on page 3 of the Health Record.
- The Immunization Record must be completed and signed by a health care provider and submitted prior to the start of classes. Please note: If you did not receive the Meningococcal Meningitis immunization, you must sign the waiver of vaccine on the Immunization Record.
- The “Consent for Release of Medical Information for Students with Special Health Needs” should be completed and submitted if you have any special medical information that you would like shared with the Health Office, the Department of Public Safety and the Dean of Student Affairs to facilitate appropriate emergency care if the situation arises.
- The “Authorization for Release of Medical Records to Siena Health Service” is available to assist you in getting your health and immunization records on file at your previous college transferred to our Health Service. This form should be completed by you and submitted to your previous college.

All full time registered students are required to have health insurance coverage. Full time students are automatically enrolled into the Aetna Student Health Plan offered by Siena College. If you presently are covered by another health insurance plan, you may process a waiver to opt out of this plan prior to the deadline of **September 15<sup>th</sup>** for the Fall semester and **February 15<sup>th</sup>** for the Spring semester. Information about the student health plan including the waiver is available at <http://www.aetnastudenthealth.com/schools/siena>.

**Please include a photocopy (front and back) of your health insurance card when submitting your Health Record.**

If you have any questions, please feel free to contact me.

Sincerely,

Carrie Hogan, M.S., A.N.P.  
Director of Health Services