



# Office of Health Services

UNITED STATES MERCHANT MARINE ACADEMY

PATTEN HALL ★ KINGS POINT, NY ★ 11024-1699

Phone: 516-726-5680 ★ Fax: 516-773-5436 ★ Email: [medical@usmma.edu](mailto:medical@usmma.edu)

## WELCOME USMMA CLASS OF 2021

Dear Parents, Guardians and Plebe Candidates:

### **PLEASE READ THIS LETTER IN ITS ENTIRETY!**

***Congratulations on your son or daughter's acceptance into the United States Merchant Marine Academy's Class of 2021!*** As he/she prepares for admittance several important health-related tasks must be attended to prior to the scheduled Indoctrination Day of June 27, 2017. Please read this correspondence carefully, perform all required tasks and supply the necessary documentation. Please submit all required health documents directly to the Academy's Office of Health Services (OHS) using the enclosed pre-addressed envelopes **no later** than **Friday, 02 June 2017**. Additional details regarding Office of Health Services (OHS) can be found on our website at [www.USMMA.edu](http://www.USMMA.edu) and clicking on "Academy Life," then "Regimental Life".

### **PRE-ADMISSION HEALTH DOCUMENTATION**

Prior to arriving at the Academy, all Plebe Candidates must complete and return to the Office of Health Services a series of important health documents. These documents must be downloaded directly from our website using the following instructions:

1. Go to [www.usmma.edu](http://www.usmma.edu)
2. Click on "Academy Life"
3. Click on "Health Services"
4. Locate "Related Links"
5. Click on the "Related Health Services Documents" link

All forms must be downloaded from our website, printed, completed by the Plebe Candidate then returned in the postage paid envelopes accompanying this letter no later than Friday, 02 June 2017. The forms referenced are as follows:

1. **Health Documents Checklist:** **This form does not need to be returned;** this form is to assist the candidate.
2. **Dental Documents Checklist:** **This form does not need to be returned;** this form is to assist the candidate.
3. **Notice of Privacy Practices:** **This form does not need to be returned;** it is for your review and records.
4. **Acknowledgment of Receipt of Notice of Privacy Practices:** Three copies of this form are required, one for each of the three healthcare groups in the Office of Health Services. Please

download three copies, sign **all three** and return with the other forms in the pre-addressed envelopes provided.

5. **Consent for Use and Disclosure of Health Information:** This form is to allow the providers at USMMA Office of Health Services to communicate information necessary for treatment, payment activities and healthcare operations. By law, a separate consent must be signed for disclosure of protected health information to third parties such as parents or members of other departments at the Academy. Three copies of this form are required, one for each of the three healthcare groups in the Office of Health Services. Please download three copies, sign **all three** and return with the other forms in the pre-addressed envelopes provided. Signature of parent/legal guardian is required for Plebe Candidates who are minors.
6. **Authorization to Provide Health Services to Minors:** If box #1 is checked, a parent or legal guardian must sign this form to provide authorization for necessary medical and dental care to Midshipmen who are minors. The form authorizes the Academy's Chief Medical Officer, Senior Dental Officer, and Director of Midshipmen Counseling and Personal Development to perform the required treatment services at the Office of Health Services. In addition, it authorizes care to be provided as needed by other health care providers.
7. **Pre-Admission Immunization Record Summary:** This form must be completed by your family physician and shall become part of your Academy health record. This documentation is necessary for the medical staff to confirm that Plebe Candidates can safely participate in and complete Indoctrination activities. Not having these vaccines may place a Plebe Candidate at risk for medical injury which would render him/her incapable of participation in Indoctrination. Additionally, at a later time, this documentation enables the medical staff to determine that a Midshipman is medically qualified for assignment to Sea Year training with commercial maritime companies.

Primary and booster immunizations must be documented for the following vaccines and they may be administered any time **prior** to arriving at the Academy unless otherwise stipulated:

- A. **Diphtheria - Pertussis - Tetanus (DTaP) and a booster dose of Tdap (Tetanus, Diphtheria and Acellular Pertussis - *within five (5) years*)**
- B. **Polio (Oral or injectable Polio Vaccine – at least 3 doses)**
- C. **Measles - Mumps - Rubella (M.M.R. #1)**
- D. **Measles - Mumps - Rubella (M.M.R. #2) or Measles second dose**
- E. **Chicken Pox / Varicella – 2 doses** (*This vaccine is not required if you can present documentation from a physician of an antibody titer or if a physician can document the history of Chicken Pox*).
- F. **Meningococcal Vaccine (Menactra)** booster age 16 or two-dose series. Administer MCV4 at age 11 through 12 years with a booster dose at age 16 years. Administer one dose at age 13 through 18 years if not previously vaccinated. Persons who received their first dose at age 13 through 15 years should receive a booster at age 16 through 18 years.
- G. **Hepatitis A (2 doses)**
- H. **Hepatitis B Series (3 doses)**
- I. **Human Papillomavirus Vaccine (HPV-Marketed as “Gardasil”)** is a recommended but not required vaccine and is included in the official immunization schedule published by the Centers for Disease Control and Prevention (CDC). This is a 3-dose vaccine with the 2<sup>nd</sup> dose being 2 months apart from the 1<sup>st</sup>, and the 3<sup>rd</sup> dose 6 months after the first. **It is highly recommended that your family physician be**

**consulted regarding the administration of this vaccine before coming aboard for Indoctrination day.**

- J.** At its June 2015 meeting the Advisory Committee on Immunization Practices (ACIP) recommended that adolescents and young adults aged 16-23 years may be vaccinated with a **Serogroup B Meningococcal (MenB) vaccine** to provide short-term protection against most strains of serogroup B meningococcal disease. This is a new recommendation and **it is an additional vaccine to the meningitis vaccine (item F above)** your adolescent may have previously received. The recommendation was designated as Category B (recommended for individual clinical decision making). **We strongly recommend that you receive this vaccination before arrival at the USMMA after discussion with your Primary Care Provider with the understanding that Midshipman travel all over the world during their time at the United States Merchant Marine Academy.** *Recommendations for routine use of vaccines in children, adolescents and adults are developed by the Advisory Committee on Immunization Practices (ACIP). ACIP is chartered as a federal advisory committee to provide expert external advice and guidance to the Director of the Center for Disease Control and Prevention (CDC) on use of vaccines and related agents for the control of vaccine-preventable diseases in the civilian populations of the United States.*

Commercial maritime companies require several immunizations in order to meet qualifications for Sea Year training. Some immunizations are in addition to those mentioned in the Pre-Admission Health Requirements & Documentation. Necessary immunizations may include, but are not limited to, Typhoid, Yellow Fever & Influenza. In order to complete the series of immunizations in advance of the Sea Duty training, it is necessary to receive some of these vaccines soon after arrival at the Academy. The remainder is administered just prior to Sea Duty tours. At a later time, this documentation enables the medical staff to determine that a Midshipman is medically qualified for assignment to Sea Duty training.

**Questions regarding immunizations A through J listed above, or any other immunization related questions may be directed to our Medical Department by calling 516.726.5680, option #1, or you can email your questions to [medical@usmma.edu](mailto:medical@usmma.edu).**

8. **Record of Dental Examination for Third Molar Status and Assumption of Financial Responsibility for Third Molar Extraction/Oral Surgery/Associated Costs:** This form should be completed by a parent or legal guardian of a Plebe Candidate, with the assistance of a licensed dental provider, and returned to the Academy's Dental Service. The recommendation by the Academy's Dental Service is that third molars (wisdom teeth) be removed at least **6 weeks** prior to Indoctrination if indicated. The form certifies that either the wisdom teeth have been removed/do not exist and the parent/legal guardian acknowledges financial responsibility for removal if these teeth are still present and become symptomatic or are deemed to be a potential threat for infection by the Academy's Senior Dental Officer.
9. **Respiratory Protection Medical Questionnaire Form:** Pulmonary Function Testing (PFT) will be administered early in Indoctrination. Please complete this 3-page questionnaire carefully as a pre-requisite to your PFT.

## **HEALTHCARE AND INSURANCE COVERAGE NEEDS**

### **HEALTHCARE:**

Midshipmen actively enrolled in academic classes are provided access, on site, to limited medical and dental care available through the Academy's Office of Health Services located in the Patten Hall Building. Limited medical and dental care is defined by the level of clinical skills available on site at USMMA's OHS to support Midshipmen for all their basic health related requirements for successful graduation from the program. This includes:

- ✓ On site treatment for non-emergent illnesses or injuries.
- ✓ On site oral evaluations, treatment & basic hygiene for non-emergent dental care.
- ✓ Interventional counseling for mental health issues in support of maintaining the mental health of enrolled Midshipmen.
- ✓ Provision of routine medical & dental examinations as required by shipping companies for placement in training assignments required to satisfy the 365 days of Sea Duty training associated with graduation.
- ✓ Provision of routine United States Coast Guard examinations for licensing and obtaining Merchant Mariner Credentials for sea duty assignment required for fulfillment of graduation requirements.
- ✓ Routine Medical and Dental examinations for the purposes of meeting graduation commissioning requirements into the United States Navy Reserves Strategic Sealift Officer Program (USNRSSO).

There are exceptions which would make all expenses for the above care solely the responsibility of the Midshipmen on a personal out of pocket basis. Generally, these exceptions are associated with injury, illness or diagnosis resulting from a non-disclosed condition, or any medical condition resulting from activity incongruent with Academy regulations & policies. These medical needs requiring care that cannot be provided on site at the Office of Health Services will require the use of private insurance.

The following are a few examples for when healthcare needs will exceed care available on site at USMMA OHS and require the use of services through private insurance:

- any and all medical, dental and mental health care which requires intervention by health care providers not on site at USMMA.
- medical management of undisclosed health conditions;
- elective medical examination and immunizations (e.g., pre-employment physicals, certain military service program medical clearances, and immunizations);
- surgical interventions of any type;
- cosmetic surgery, contact lens or eyeglasses examinations, for the prescription or fitting thereof;
- hearing aids and examinations for the prescription or fitting thereof;
- prescriptions and associated medical laboratory tests for treatment of dermatological conditions (e.g., acne);
- extraction of third molars (wisdom teeth);
- dental root canal treatment;
- dental implants and crowns;
- orthodontic care;
- routine dental care obtained outside of USMMA Dental Services;
- substance use disorders; expenses incurred for treatment subsequent to or resulting from substance use (including alcohol);
- medical care of any type associated with participation in an act in violation of Midshipmen Regulations or Academy Policy;

- prenatal care or maternity benefits or any condition arising from or out of pregnancy;

### **INSURANCE:**

For health care related matters that go beyond the USMMA on site healthcare as described in the previous paragraphs, Midshipmen may require care from local health care providers on an outpatient and inpatient basis. Higher levels of care needs are provided by local health care providers, located less than 5 miles from the Academy. A multitude of various healthcare providers are also located in the surrounding community who specialize in many common specialty care needs. **Midshipmen are responsible for costs related to care that goes beyond the services available onsite at USMMA through Office of Health Services.**

Uncovered medical expenses, such as care needs that exceed the services offered onsite USMMA at OHS do occur and can be very costly if there is no medical insurance in place. For this reason, **all USMMA Plebe Candidates and Midshipmen must have a valid and current primary healthcare insurance policy in effect while attending USMMA that meets all USMMA requirements.**

Plebe Candidates and Midshipmen are **REQUIRED** to purchase the Academy sponsored Student Health Insurance Policy (SHIP) which meets all the minimum coverage requirements established by USMMA. **HOWEVER**, Plebe Candidates and Midshipmen may waive this requirement through any **one** of the following means:

1. Through the use of an existing insurance plan (e.g. a family plan, a “self and spouse plan” or self-only plan) that covers the candidate or midshipman; provided that the policy meets the minimum coverage requirements established by USMMA.
2. If there is no existing health insurance coverage, obtain a qualifying Student Health Insurance Plan from an insurance carrier of his/her choice providing it meets **ALL** minimum coverage requirements established by USMMA for health insurance coverage.
3. If options #1 & #2 above are not possible, Midshipmen & Candidates must purchase the qualifying Student Health Insurance Plan (SHIP) through The Academy-sponsored provider.

More information is available by visiting <https://www.usmma.edu/academy-life/activitieservices/health-services>.

**Proof of insurance coverage must be secured for Plebe Candidates** for a six-month coverage period from 27 June 2017 through 31 December 2017. All plebe candidates will participate in an open enrollment on or about August/September 2017 for a new one-year coverage period that will run from 1 January 2018 through 31 December 2018. In order to **secure proof of your initial six-month coverage**, you must **take action** by completing **one** of the following two steps:

### **1. IF YOU CURRENTLY HAVE HEALTH INSURANCE COVERAGE AS DESCRIBED IN OPTIONS #1 OR #2 ABOVE:**

You are required to complete the Student Health Insurance Waiver Form as follows:

- visit [www.afjusa.com/students](http://www.afjusa.com/students)
- In the drop down menu, select “United States Merchant Marine Academy”
- Click on “Waiver Form”
- Complete the Student Health Insurance Waiver Form.
- **PLEASE NOTE** in box #7 where student ID number is requested, type in the numbers “07117.”

In order to confirm that a health insurance policy meets USMMA requirements USMMA recommends that you contact your insurance provider to confirm your answers to the following questions asked on the aforementioned Student Health Insurance Waiver Form:

- a. Will your current coverage remain in effect through June 30, 2017?
- b. Is your insurance company headquartered/operated in the United States with a US Claims address and Customer Service phone number?
- c. Does your current plan provide both emergency and non-emergency benefits for medical and mental health treatment?
- d. Does your current plan provide inpatient hospitalization, outpatient physician visits, laboratory services, radiology and outpatient mental health benefits? **Coverage limited to Emergency care does not satisfy this requirement.**
- e. Does your plan have hospitals and providers within 10 miles of U.S. Merchant Marine Academy, 300 Steamboat Road in the County of Nassau for non-emergency care?
- f. Does your plan provide coverage in all 50 states and internationally?
- g. Does your coverage comply with all Federal and New York State regulations for student health insurance?

**Please note that you cannot waive the USMMA insurance plan if you have answered “NO” to items a – g above, or have an HMO or Tricare Prime. Tricare Standard is accepted.**

**OR**

**2. IF INSURANCE WAIVER OPTIONS (#1 AND #2) DO NOT APPLY & YOU DO NOT HAVE YOUR OWN HEALTH INSURANCE THAT MEETS THE ABOVE REQUIREMENTS OR YOUR WAIVER IS DENIED:**

If you do not have your own health insurance through your own means that meets the USMMA requirements, then you are **required** to purchase/enroll in the USMMA sponsored plan by completing the enrollment process. To enroll in the USMMA Sponsored Health Insurance Plan:

- Visit [www.ajfusa.com/students](http://www.ajfusa.com/students)
- In the drop down menu, select “United States Merchant Marine Academy”
- Click on “Enrollment Form”
- Complete the Student Enrollment Form.
- **PLEASE NOTE** in box #10 where student ID number is requested, type in the numbers **“07117.”**

Click on 2017-2018 plan flyer for a brochure highlighting the key benefits of the student insurance plan. The cost for the policy will be posted on the above website. Medicaid and Medicare will be accepted.

***Failure to demonstrate having and maintaining a valid and current primary health insurance plan that meets USMMA requirements either by completing a waiver or enrolling in the USMMA sponsored plan by June 02, 2017 will result in being automatically enrolled in the USMMA SHIP and billed accordingly.***

**Please remember that should you choose to waive the USMMA sponsored Student Health Insurance Plan (SHIP) in favor of your own health insurance coverage, it is your responsibility to contact your insurance carrier and make sure all of the USMMA minimum requirements are met.**

**Please be sure to provide your Plebe Candidate with a copy of his/her insurance identification card and instruct them to have it in their possession at all times. It is extremely important to provide a copy of the Plebe Candidate’s insurance card (both sides) indicating the current health insurance**

**plan which meets mandatory USMMA requirements for health insurance coverage to Midshipmen Health & Emergency Medical Services. Please provide a copy of the insurance card, front & back along with all pre-admission health documents using the pre-addressed postage paid envelopes. Although not required for attendance at USMMA, dental insurance is strongly encouraged. If you carry any optional dental insurance, please provide a copy of that information (both sides) as well.**

If you have any questions about your coverage or the processing of a waiver please contact our plan administrator prior to submitting your information. Our insurance plan administrator is The Allen J. Flood Companies, Inc. and all coverage questions should be directed to them at 800.734.9326 or email at [USMMA@ajfusa.com](mailto:USMMA@ajfusa.com). Information about the plan benefits, limitations and exclusions is available at [www.ajfusa.com/students](http://www.ajfusa.com/students). You may also send questions to [medical@usmma.edu](mailto:medical@usmma.edu).

#### **FINANCIAL AID & HEALTH INSURANCE:**

Any Plebe Candidate or Midshipman who is not currently covered under a medical insurance plan, and is unable to pay the premium for the Student Health Insurance Plan, is eligible to apply for and accept financial aid to cover the cost of the USMMA Student Health Insurance Plan premiums. If you did not request financial aid but feel that this cost requires you to do so, please contact the Financial Aid Office for assistance in applying for financial aid for the 2017/2018 academic year. The contact information is as follows:

**Joseph A. Becker**  
**Financial Aid Specialist – Office of Admissions**  
**USMMA**  
**300 Steamboat Rd.**  
**Kings Pt., NY 11024**  
**Phone - (516) 726-5638**  
**Fax - (516) 773-5390**  
**Email: [BeckerJ@USMMA.EDU](mailto:BeckerJ@USMMA.EDU)**  
**Office Hours: M-F, 8:00am-4:30pm**

If you have already requested financial aid through the USMMA's Financial Aid Office, your son's or daughter's cost of attendance will be revised to reflect this increased cost, and an updated financial aid Award Letter will be sent to you. If you have not yet received an Award Letter, then the one that is forthcoming will include the supplemental plan cost.

#### **USMMA DEPARTMENT OF DENTAL SERVICES**

Office of Health Services is pleased to provide general dental care onsite at the USMMA Department of Dental Services. The dental team is led by the Senior Dental Officer, with the assistance of a Registered Dental Hygienist, and a Dental Assistant. World-class dental facilities for off-site care are readily available nearby in Nassau County.

Dental Insurance is optional but strongly encouraged since referrals to dentists or dental specialists (e.g., oral surgeon, endodontist) outside of the USMMA Department of Dental Services will require the use of private dental insurance or will be an out-of-pocket personal expense. As indicated in DoDMERB, active orthodontic treatment (braces) is not allowed. Only removable orthodontic appliances (e.g., retainers, Invisalign®) are permitted. As the Department of Dental Services does not have an orthodontist, replacement of broken appliances will require outside treatment at the Plebe Candidate's expense, including all associated costs.

Plebe Candidates who require prescription medications in the course of dental care are required to use their medical insurance prescription benefits or pay out-of-pocket.

**SPECIAL NOTE REGARDING DISQUALIFYING DENTAL CONDITIONS, INCLUDING THIRD MOLARS/WISDOM TEETH**

The Academy expects Plebe Candidates will arrive at USMMA with no potentially disqualifying dental conditions. A common example of a disqualifying dental condition includes the presence of Third Molars (wisdom teeth), either erupted or impacted, that cannot be maintained in a good state of health. You must be able to achieve fully deployable status (DoD Class 1 or 2) and be ready for sea duty within 11 to 16 months of arrival at USMMA, and not have a DoD Class 3 dental status hold due to a disqualifying dental condition, including but not limited to your third molars. Class 3 dental status is considered any condition that may prevent you from performing optimally and could become emergent within 12 months. These conditions include the following:

- infections,
- caries / restorations,
- missing teeth,
- periodontal conditions,
- oral surgery (unerupted, partially erupted, malposed teeth with historical, clinical, or radiographic signs or symptoms or pathosis that are recommended for removal),
- and other disorders or pain dysfunction requiring active treatment.

**RECORD OF DENTAL EXAMINATION FOR THIRD MOLAR STATUS AND ASSUMPTION OF FINANCIAL RESPONSIBILITY FOR THIRD MOLAR EXTRACTION/ORAL SURGERY/ASSOCIATED COSTS:**

This form must be completed by a parent or legal guardian of a Plebe Candidate, with the assistance of a licensed dental provider, and returned to the USMMA Department of Dental Services. Third molars (wisdom teeth) should be removed at least **6 weeks** prior to indoctrination if indicated. The form certifies that either the wisdom teeth have been removed/do not exist or the parent/legal guardian acknowledges financial responsibility for removal if required for sea duty clearance because these teeth are still present and have become symptomatic or are deemed to be a potential threat for infection during sea duty by the Academy's Senior Dental Officer.

**IMPACT OF A DISQUALIFYING DENTAL CONDITION ON INDOCTRINATION:**

Any remediation of a disqualifying dental condition should be done sufficiently in advance of Indoctrination to allow adequate time for healing. Specifically, we advise that tooth removal be completed a minimum of 6 weeks prior to Indoctrination. Failure to follow these guidelines could impact on a Plebe Candidate's ability to participate in Indoctrination. Plebe Candidates who do not complete Indoctrination will be returned home to rejoin USMMA the following year assuming there are no other disqualifying conditions.

**IMPACT OF A DISQUALIFYING DENTAL CONDITION ON SEA DUTY:**

DoD Class 3 status disqualifies you from deployment for sea duty, thus severely impacting your ability to meet academic standards. During your two sea duty deployments you will be on a ship (surface or submarine) with minimal or no medical/dental care services for prolonged periods of time, 4 months and 8 months respectively. The above treatment course is designed to accommodate the realities of life on a ship on the high seas. Should you develop a condition that requires emergent dental care, you will not have the choice of services/providers that you normally would have on/around campus at USMMA and/or at



home. Correction of all dental defects and removal of wisdom teeth, when indicated, before arriving at the Academy will maximize your dental health, prevent lost academic time, minimize any dental conditions affecting sea duty clearance and go a long way toward ensuring your success as a USMMA Midshipman. If your own dentist has recommended you have your wisdom teeth removed, we strongly suggest you follow their advice. It is also HIGHLY recommended that any wisdom teeth, which are symptomatic or partially erupted, in jaws that are not large enough to accommodate them, be removed at least 3 to 6 months prior to admission to allow time for healing and to prevent any potential future problem from interfering with your academic studies, regimental training, and sea duty clearance.

**IMPACT OF A DISQUALIFYING DENTAL CONDITION ON STRATEGIC SEALIFT OFFICER U.S. NAVY RESERVE PROGRAM (SSO – USNR):**

Graduation from the USMMA and accession into the SSO USNR Program requires a Class 1 or Class 2 dental clearance. The Department of Defense Bureau of Surgery and Medicine (BUMED) certifies Physically Qualified (PQ) status, and may issue conditional Class 3 dental clearance waivers when required. USMMA Office of Health Services will coordinate your treatment plan and manage BUMED waivers as you progress through your career as a USMMA Midshipman.

**ACTION REQUIRED – WHAT TO DO NEXT:**

We encourage you to visit your family dentist at your earliest convenience and have him/her complete the enclosed administrative packet. Use the postage-paid, addressed envelope to mail us:

1. a copy of dental examination performed by your dentist within the past twelve months,
2. the signed and completed Record of Dental Examination For Third Molar Status recording sheet, filled out by your dentist and, if indicated, the Assumption of Financial Responsibility For Third Molar Extraction/Oral Surgery/Associated Costs form signed by the Parent/Guardian,
3. a diagnostic panoramic radiograph taken within the past 12 months, and
4. a recent (within 12 months) set of diagnostic bite-wing radiographs. Make sure all radiographs and forms are correctly labeled with your name and date of birth.

The above items will become part of your permanent patient chart.

Please make attempts to complete and mail the packet as soon as possible to provide adequate time for you to address any conditions that may be present. Mail all documents prior to Indoctrination to the following address:

U.S. Merchant Marine Academy  
Office of Health Services  
Patten Hall  
300 Steamboat Road  
Kings Point, New York 11024-1699

The USMMA's Department of Dental Services' overall goal is to facilitate YOUR success as you prepare to enter USMMA and begin your career as a credentialed Merchant Mariner. If you have questions or concerns regarding any potentially disqualifying dental condition, please feel free to contact the USMMA Senior Dental Officer at (516) 726-5680, Option #2, for assistance.

### **CORRECTIVE LENSES FOR PLEBE CANDIDATES DURING INDOCTRINATION**

Plebe Candidates requiring corrective lenses, who wear contact lenses, are strongly encouraged to bring eyeglasses (we recommend 2 pairs) for Indoctrination. At this time the use of contact lenses is not prohibited; however due to time constraints during indoctrination appropriate lens care can be difficult. Those Candidates with corrective lenses who wear glasses are less likely to experience problems such as lost, torn and/or scratched contact lenses.

### **MEDICATION POLICY FOR PLEBE CANDIDATES DURING INDOCTRINATION**

To ensure the safety and well-being of each candidate, all Plebe Candidates are instructed **NOT** to bring any **over-the-counter** medications with them unless accompanied by a note from the prescribing physician. The note should indicate the medication, dose and reason it is required. Any over the counter medications brought without appropriate documentation will be collected from all Plebe Candidates upon their arrival. This includes, but is not limited to, any pain medication (e.g. Tylenol, Aleve, Advil, aspirin); allergy medications, antihistamine, decongestants, herbal supplements or remedies, vitamins and nutritional or sports supplements. Upon completion of Indoctrination, Plebe Candidates will be instructed to report to OHS to pick up any previously collected medication. Should an over-the counter medication become necessary for a Plebe Candidate during Indoctrination, it will be made available at no cost providing it is part of our inventory.

Plebe Candidates should **NOT** bring any **prescription medications** with them **unless** the medication is specifically prescribed for them. There must be an accompanying note from the prescribing physician or dentist stating the reason why the medication was prescribed. These medications will be collected, identified and be recorded in the Candidate's health record before being returned. The Chief Medical Officer will only authorize the return of prescription medications that would not jeopardize the overall health of the Plebe Candidate, or otherwise limit and/or inhibit his/her rigorous training requirements. (e.g. medications associated with increased risk of conditions such as sun sensitivity, or heat related illnesses).

Any medication that is not in its original container or is unlabeled will be collected and disposed of by the Academy's Office of Health Services without exception.

### **HEALTH SERVICES PROVIDED BY THE ACADEMY**

Midshipmen enrolled at the Academy are eligible to receive basic health care at USMMA OHS located in Patten Hall. OHS is open Monday thru Fridays except holidays from 0700 to 1630. During the Indoctrination period in July, OHS extends hours of operations and is open 7 days a week. Generally, OHS is open 12 hours each day for the entire Indoctrination period.

### **SICK CALL DURING INDOCTRINATION:**

Immediately following breakfast each morning, Plebe Candidates are given the opportunity to report any need for medical care or intervention. At that time, Plebe Candidates in formation are triaged by a qualified Office of Health Services healthcare provider who determines if the Plebe Candidate requires immediate attention or can be given a specific appointment time for later in the day.

**AFTER HOURS CARE DURING INDOCTRINATION:**

In the event of injury or illness when the Office of Health Services is closed, the USMMA OHS Emergency Medical Services (EMS) Dispatcher is notified. The EMS Dispatcher will coordinate the appropriate response.

Any care that is not of an emergent nature is to be addressed during scheduled medical appointments or sick call as needed.

**OHS CARE AFTER COMPLETION OF INDOCTRINATION:**

During the Academic Year after Indoctrination ends, OHS operational hours are 0700 to 1630, Monday through Friday. Midshipmen may choose to be seen as “walk-in” patients during morning “Sick Call” (0700 to 0930) or may schedule routine medical, dental or counseling appointments throughout the clinic day. Healthcare services available at OHS include: routine Sea Year physical assessments; medical laboratory procedures; immunizations required for Sea Duty (see “Pre Admission Health Requirements & Documentation”); treatment of routine illnesses; prescribing medications (subject to health insurance coverage); providing routine over-the-counter medications and pharmaceutical supplies; nutrition counseling; public health & hygiene education; annual oral evaluations, general dentistry and dental hygiene; and individual or group counseling sessions for maintaining personal wellness. Midshipmen who require emergent health care during, or after, regular clinic hours will be transported by the USMMA OHS Emergency Medical Services to the nearest emergency room. Please visit the USMMA website at [www.USMMA.edu](http://www.USMMA.edu) then click on “Academy Life” for further information regarding USMMA Office of Health Services.

If you have any questions regarding these instructions, please contact the Academy’s Office of Health Services using any of the following options:

1. Our primary phone number is (516) 726-5680. (Please listen carefully to each option so you can select from our menu and reach a person in the department you wish to speak with.)
2. Our facsimile number is (516) 773-5436.
3. Our email is [medical@usmma.edu](mailto:medical@usmma.edu).
4. Please address all written correspondence to:

**United States Merchant Marine Academy  
Office of Health Services  
Patten Hall  
300 Steamboat Road  
Kings Point, New York 11024-1699**

Congratulations again and we look forward to seeing you at Indoctrination! Best wishes for your success.

Sincerely,



Rick Sager, B.S., M.P.S.  
Administrator,  
Office of Health Services