CAMPUS NOTES

Dr. Margaret Cappone, associate professor of psychology, has been invited to join two honorary groups - the World Who's Who of Women, and the International Platform Association, an organization of authors, newspaper, theatrical, and top political personalities.

Dr. A. Jefferson Sharp, Director of Development, has published "The Self-Trusteed Trust" in the October 1975 Issue of CASE Currents, the official publication of the Council for Advancement and Support of Education.

The paintings and silkscreens of Sam Carter, Saginaw painter and printmaker, will be on display in the Arts Workshop October 20 through October 31. Carter, an active artist, is a successful Saginaw businessman.

James Graham, Industrial Insulation, Inc., will speak to the Valley Forum class on "Transportation in the Region." The course, which meets today in Room 238 from 4:30 p.m. to 6:10 p.m., is taught by Dr. Walter T. James.

The Clubs and Organizations Fair will be held tomorrow, Wednesday, from 12 noon to 5 p.m. in the Concourse.

ANNOUNCEMENT

All students who wish or need to take/retake the Basic Skills tests in Mathematics, Reading Comprehension, and Composition may do so between now and November 25. These tests are only for students who have not yet met the college's Basic Skills requirements. These students should call Dr. Byas' office, ext. 293, to make an appointment for testing and tell the secretary which area or areas in which they wish to be tested. Dr. Tom Herron, coordinator of Basic Skills, asks that all faculty and staff make this announcement to their classes, especially those which have a large number of freshmen and sophomores.

HOW TO GET THE MOST FROM YOUR BLUE CROSS/BLUE SHIELD MASTER MEDICAL COVERAGE

Blue Cross and Blue Shield benefits are divided into two parts: "extended benefits," basic hospital care expenses which are handled directly between the hospital and BC/BS; and "additional benefits," health care expenses covered under Master Medical Claims. Employees who do not fully understand these "additional benefits" often fail to file for reimbursement of health care services.

HOW TO FILE A MASTER MEDICAL CLAIM

Master Medical pays 90 per cent -- after you incur sufficient health care expenses to exceed the deductible of $50 for one person or $100 for two or more persons. To take full advantage of your BC/BS Master Medical coverage, you must save all bills and receipts for health care services. Whenever you or a member of your family obtains these services, present your identification card. If you are informed that the services are not a BC/BS benefit, mention that you also have Master Medical, and in order to file your claim you must have a detailed bill or receipt. Cash register tapes, cancelled checks, money orders,
etc., are not acceptable.

All receipts must contain the name of the patient and the subscriber's name, the exact date of each service, itemized and individual charges for each service, diagnosis of each service, and the name and address of the provider of the service. Doctor's visits must be diagnostic in nature, and their bills must indicate where the service was performed. Receipts for prescription drugs must contain the name of the patient, the prescription number, the prescribing doctor's name, and the name of the pharmacy.

When you have accumulated enough health care expenses to satisfy the deductible amount required, you may begin to submit claims for reimbursement. Claims may be filed in "benefit years," which begin whenever the first eligible service is received, and continues for 12 months. Claims must be filed within 180 days after the end of the benefit year. When starting a new benefit year, wait until you receive your first check, to be sure BC/BS knows that the deductible has been met.

To submit a claim, complete a "Claim Application Form" for each patient. Refer to your bills and receipts. Be sure to sign the form. Except in special cases, a doctor's signature is not necessary. Submit the form and all bills and receipts, including those you used to make up your deductible amount, to any BC/BS office. You may do this by mail or in person.

BC/BS packets with information, forms, and logs have been sent to all college personnel. If you need more, contact the Personnel Office. If you have any questions regarding Master Medical, or any other BC/BS benefits, contact Jim Hathaway or Louise Smetana at 799-2233.

Change in coverage, contact Kathy Turner, ext. 246.

PERSONNEL NOTES

Gary Apsey, admissions counselor, has been appointed Assistant Registrar, effective October 20.

PERSONNEL NOTICES

The college is seeking candidates for the following positions:
- Secretary II to the Director of Career Counseling and Placement, with a pay rate of $123.20 per week.
- Computer Operator. This individual's main responsibilities will be to organize, assemble, and operate established systems in the computer operation area; and insure that the system back-up of data is correctly performed in a consistent and up-to-date manner. Qualifications: some computer operation experience is preferred. Salary is commensurate with experience and qualifications.
- Assistant/Associate Professor of Polish History/Slavic History or Assistant/Associate Professor of Polish Language, and Director of the Institute of Polish Studies. This individual will be responsible for nine hours of teaching per regular semester, and three hours of administrative duties during spring and summer. As teacher, he/she will evaluate all of the curriculum relative to Polish language and culture, and recommend changes through regular faculty procedures where necessary. As director, he/she will develop the concepts of the Institute and its multi-faceted services to the college and the community, including off-campus and non-credit courses. The director has management responsibility for the Institute, including budget planning, justification, income, and expenditures. All budget management is coordinated through the Office of the Dean of the College of Liberal Arts. Qualifications: minimum requirements are a Ph.D. degree in Slavic history, Polish history, or an equivalent area of concentration from an accredited institution; native or near-native fluency in Polish; and demonstrated teaching and research capabilities. Previous administrative experience is highly desirable. Rank and salary negotiable, dependent upon qualifications and experience.

The above positions are available exclusively to SVSC employees until October 28. Interested persons should contact the Personnel Office, ext. 266, before that date. SVSC is an Equal Opportunity Employer.

SPORTS SHORTS

The Varsity will play Northern Michigan University this Saturday in Marquette, and the Junior Varsity will host Alma College next Monday, October 27, at 3 p.m.

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