

Cornerstone University International Student Health Plan

How to find a doctor or pharmacy

For minor illnesses and non-emergency situations please visit the campus health center first. Your campus health center information is located below. They will be able to assist you with most medical needs and can help refer to a specialist/hospital if needed. If your campus health center is closed or cannot provide the service needed, please visit a clinic or Urgent Care facility. Hospitals should only be used for life threatening situations; you will be charged \$100 for each visit to a hospital.

CAMPUS LOCATION

Verna Miller Hall
1001 E Beltline Ave NE
Grand Rapids, MI 49525

Phone: 616-222-1441

Fax: 616-222-1541
health.services@cornerstone.edu

OFFICE HOURS

Monday: 9 a.m. - 4 p.m.
Tuesday: 9 a.m. - 4 p.m.
Thursday: 9 a.m. - 4 p.m.
Friday: 9 a.m. - 4 p.m.

*Closed holidays, student
breaks, and summer months.*

EMERGENCY CONTACTS

Emergency: Dial 911

Urgent Medical Situation:
Dial '0' from a Campus Phone

Campus Safety:
616-949-5300

Below is a sample of our In Network providers near your campus, please make sure to call ahead and make an appointment.

Urgent Care facilities	Hospitals	Pharmacies
Saint Mary's Urgent Care 1471 East Beltline Northeast, Suite 102 Grand Rapids, MI 49525 Phone: (616) 685-3414	Spectrum Health Special Care Hospital 750 Fuller Avenue Northeast Grand Rapids, MI 49503 Phone: (616) 336-3000	Meijer Pharmacy 158 1997 E Beltline Ave Ne Grand Rapids, MI 49525 Phone: 616-447-1510
Spectrum Health Urgent Care 2332 Alpine Avenue Northwest Grand Rapids, MI 49544 Phone: (616) 391-6220	Forest View Hospital 1055 Medical Park Drive Southeast Grand Rapids, MI 49546 Phone: (616) 942-9610	CVS Pharmacy 08292 1155 Fuller Ave Ne Grand Rapids, MI 49503 Phone: 616-774-1041

Your plan uses the Aetna network in the United States, other In Network providers can be found by visiting: [Aetna Network](#)

For pharmacy benefits your plans uses the Caremark network, other In Network providers can be found by visiting: [Pharmacy](#)

How to File a Claim

The claim form is to be used only when a provider does not bill the Company directly, and when you have out-of-pocket expenses to submit for reimbursement. All claims forms must have itemized bills and receipts attached, and should include the following information: name of patient; printed invoice number; name and entity of medical practitioner or institution; description of services rendered. Prescriptions must accompany all pharmacy bills.

Claims Forms are downloadable from www.gbg.com. GBG Administrative Services (**GAS**) can also send Claims Forms by e-mail, upon request. GBG must receive completed forms within **180 days** of treatment to be eligible for reimbursement of covered expenses.

Mail the Claim Form and documentation to:

GBG Administrative Services, Inc.
27422 Portola Parkway, Suite 110
Foothill Ranch, CA 92610

Submission of claims by Scan or Online

- Scan claims to: eclaims@gbg.com
- Log-on to www.gbg.com