PURPOSE: To identify the patient population eligible to be seen in Watkins Health Services (WHS) at The University of Kansas (KU).

POLICY: WHS primarily exists to provide healthcare to KU students. The minimum age limit for which WHS will provide primary care services is 12 years of age. WHS will use the KU student Identification Number as the unique patient identifier in all systems. WHS may provide care to non-students under specific circumstances and for those patients with no KU ID number (e.g. visitors and campers), the official identifier will be a unique number assigned by the Registration & Records Department and the Business Office when necessary. Prior to July 9, 2008, these numbers began with “W.” Since July 9, 2008, these numbers begin with “N.”

PROCEDURES: The following defines eligibility for WHS services and level of service provided. (Refer to the Glossary of Terms for the “Levels of Service.”) Also, refer to Attachment A, for a grid providing the correct, standard field values to be used within Point and Click (PnC).

Full Level of Service
Defined as: Use of all medical and ancillary services.
1. KU students enrolled in a given semester. For WHS purposes, the semesters are considered to begin and end on the following dates:
   • Fall Semester – August 1st to December 31st
   • Spring Semester – January 1st to May 31st
   • Summer Semester – June 1st to July 31st
2. Students attending the Lawrence, Edwards, and Medical Center campuses or identified within Enroll & Pay as “Online” students.
3. Former students being seen within the 90-Day “Grace” period following the end of the semester or their date of dis-enrollment, i.e. their last date of enrollment.
4. Students who have moved into campus housing prior to start of a semester.
5. Students who are primarily defined as a student may be employed by KU a few hours/week, as verified within Enroll & Pay (E&P).
6. Non-student spouses/domestic partners of KU students, when student acknowledges financial responsibility for the individual (in accordance with Business Office protocol).
7. Visiting Scholars “Affiliates” while at KU in a student role (must provide proper identification which is the white KUID card with “Affiliate” on it).
8. Students who have attended the preceding semester but are “between semesters,” e.g. enrolled during immediate past spring and upcoming fall semesters but not during summer semester.

9. Participants in a KU or KU-sanctioned youth program or camp, including camp staff, counselors, trainers, etc. are provided immediate care services only.

10. KU athletes arriving in summer months for training but are not yet enrolled in classes.

11. “J-1” Visiting Scholars employed by KU to do research. Must have a letter from the KU Office of International Student Scholars that specifically identifies their status. Full services are available during their initial 30-day period while they await activation of their employee health insurance. At that point, these individuals are considered KU employees and only receive “limited” level of service.

12. International students who are at KU for special programs of short duration, e.g. Kansai and Kanagawa programs.

13. Individuals who were previously enrolled as students and who began a TB treatment protocol with WHS may continue to be seen by WHS providers solely for that TB treatment program and are not entitled to otherwise use WHS services beyond that allowed for the general public.

14. KU Faculty and Staff seen in the Immediate Care Clinic (ICC). This does not establish a primary care relationship between WHS and the patient. Eligibility is limited to those currently employed within these categories:
   - KU Faculty and Staff
   - Employees of Affiliated Corporations
   - Courtesy Faculty (Employees of KU Lawrence Campus)
   - Courtesy Researchers (Employees of KU Lawrence Campus)
   Individuals asking for service in the ICC will be confirmed within the university’s HRPay system.

15. Family members are not otherwise entitled to be seen by WHS providers or to receive services from WHS departments except as noted under “Limited Level of Service.”

**Limited Level of Service**

**Defined as:** Use of ancillary services with written order from a physician.

1. Current KU Employees including retired KU staff and faculty.

2. WHS Employees:
   - With an outside physician’s order, WHS ancillary departments may be used by WHS employees’ spouse, domestic partner or dependents who are 12 years of age or older.
   - If questions arise concerning the provision of care to a WHS employee injured at work, refer to policy #HR-225 “Workplace Safety/Health & Workers Comp.”

3. Future KU students who have applied for or are enrolled in a future semester may use WHS to obtain required immunizations only.

4. Other eligible groups:
   - Non-student “partner” being treated in follow-up due to concerns of sexually transmitted infection.
• Residents of Douglas and surrounding counties using the WHS Travel Clinic or Immunization Clinic. If such a resident comes to WHS for an immunization(s) that should be available from their family provider (e.g. TDAP, HepB), they should be referred to their provider unless this immunization was recommended as part of the WHS Travel Clinic consultation. Refer to AD-405 for more details.

• Spouse / family member (12 years of age and older) of “J-1” Visiting Scholar, but only during the 30-day waiting period for KU employee insurance to become effective.

6. Research Study participants receiving services related ONLY to the research study. This may include KU staff, faculty and members of the public. This restriction does NOT apply to KU students participating in the study because they are eligible for FULL services.

NOTE:
(1) For any individual who is not eligible for Full services but is in need of urgent care, we are to follow this protocol:

First Step is to Triage / Assess problem
- If emergency => stabilize then call EMS to transfer patient to hospital
- If urgent => treat and refer patient out to another provider
- If non-urgent => refer patient out to another provider

(2) If a KU faculty or staff member files for bankruptcy which cancels any debt owed to WHS, that individual will no longer be able to receive services at WHS and an “Administrative Alert” is to be added to their EHR.

Special Circumstances:
WHS may enter into agreement with units on campus or within the State of Kansas to provide specific services to their students, staff or faculty. Examples include:

• A WHS staff physician reviews the IGRA test results for employees in Counseling and Psychological Services (CAPS).

• WHS may provide pre-employment examinations and work-related assessments for specific units on the KU Lawrence campus, e.g. KU Public Safety and Facility Services.

• WHS provides limited health assessment services to the Animal Care Unit (ACU) which consists of reviewing Online Health Assessments of students who perform class work or research within the ACU.
GLOSSARY OF TERMS:

- Levels of Service:
  - FULL – Use of all primary care and ancillary services as required.
  - LIMITED – Use of ancillary services with written order from a non-WHS physician. If an urgent condition exists, individual will be assessed, stabilized and referred to LMH Emergency Room or to individual's family physician or specialist.

- Visiting Scholars as “Affiliates” = These individuals are considered students and are to be assessed the Campus Health Fee and they will be eligible for services at WHS like any other student.

- Visiting Scholars as “J-1 Scholars” = These individuals are paid employees of KU during their stay here and are identified by way of a letter from the International Student Services Office. This letter must be presented to the WHS Business Office to ensure correct billing.

REFERENCES:

This document is on file with the KU Policy Library.

AD-015 Campus Health Fee & Health Fee Remainder
AD-405 Immunizations and Travel Clinic for Non-University Patients
HR-225 Workplace Safety/Health & Workers Comp