PURPOSE: To identify the patient population for the University of Kansas Student Health Services (SHS).

POLICY: SHS primarily exists to provide healthcare to KU students. In addition, SHS provides care to non-students under specific circumstances.

PROCEDURES:
The following provides guidance to SHS staff on who is eligible for SHS services and the level of service to be provided. (Refer to the Glossary of Terms for the “Levels of Service.”) Also, refer to Attachment A. This is an “Eligibility Plan” grid which provides the correct, standard field values to be used within Point and Click (PnC).

**Full Level of Service:**
1. Students attending the Lawrence, Edwards, and Medical Center campuses.
2. 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
3. Students who are primarily attending school but who are employed by KU a few hours/week (verified within SAKU)
4. KUA athletes on campus for KU conditioning camps prior to semester enrollment
5. Spouses/Domestic Partners of KU students, when these individuals are not students and the student acknowledges financial responsibility for the individual.
6. Visiting Scholars “Affiliates” while at KU in a student role (must provide proper identification which is the white KUID card with “Affiliate” on it)
7. “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 60 to 90-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.
8. Participants in a KU-sponsored camp, including campers, camp staff, counselors, trainers, etc. Does NOT include those who are KU employees or students working in the camp
9. Students at Baker University with appropriate identification.
   9.1 Does NOT include Baker University staff or faculty
10. Former students being seen within the six month “grace” period following their date of dis-enrollment.
Partial Level of Service:
1. Future students on campus for New Student Orientation (NSO)
2. SHS Employees:
   2.1 Care is for urgent situations, e.g. respiratory problems, fever, chest pain, etc. Employees will be seen in Triage by a nurse who will assess the severity of the issue and refer the employee to a SHS provider or to the employee’s family physician.
   2.2 SHS physicians are NOT to take the place of the employee’s family physician or specialist. SHS providers will not perform routine examinations, annual check-ups, etc.
   2.3 SHS physicians may, at their discretion, ask to see the employee again in follow-up to the urgent care received. This is not establishing an ongoing physician/patient relationship for future issues that should be deferred to the family physician.
   2.4 There will be no charge to the employee for seeing a SHS nurse or physician.
   2.5 Any tests ordered or supplies used will be billed to the employee at the “Health-Fee-Paid” rate.
   2.6 SHS Pharmacy may be used by SHS employees to fill prescriptions at the “Health-Fee-Paid” rate; this includes prescriptions for family members.
   2.7 Family members are not otherwise entitled to be seen by SHS providers or to receive services from SHS departments. If they are visiting the campus and a condition arises that necessitates immediate clinical attention, they will be seen in the same manner as a “Visitor”, i.e. they will be assessed in Triage, stabilized and referred to their family physician or transferred out to LMH Emergency Room for additional treatment. All charges related to these services will be at the “Non-Health-Fee-Paid” rate.
   2.8 If questions arise concerning caring for a SHS employee injured at work, refer to policy #HR-225 “Workplace Safety/Health & Workers Comp”.

Limited Level of Services:
1. Full and part time KU Employees
2. Employees taking classes but who are primarily classified as KU employees, rather than students (verified within SAKU)
3. Current or retired staff and faculty within any part of KU
4. “J-1” Visiting Scholars with active KU employee health insurance (they are past their 60 to 90-day waiting period as noted above)
5. Visitors to campus including those who are:
   5.1. Former students being seen more than six months following their date of dis-enrollment.
   5.2. Non-student “partner” being seen in follow-up per GYN or Men’s Clinic (PARTIAL level of service related to follow-up care only)
   5.3. Douglas County residents using the SHS Travel Clinic or Immunization Clinic
   5.4. Members of public using SHS ancillary services (Lab, Radiology, Physical Therapy) with order from non-SHS physician
Limited Level of Services (cont.):

5.5. Spouse / family member of “J-1” Visiting Scholar, but only during the 60 to 90-day waiting period as described above.
5.6. Future students who have applied to KU but are not currently enrolled and are not attending New Student Orientation (NSO)
5.7. SHS employee spouses/family members.
5.8. Any other campus visitor.
5.9. For any individual in need of urgent care, 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

6. Research Study participants receiving services related ONLY to the research study. This may include KU staff, faculty and members of the public.
6.1. Does NOT include KU students participating in the study; as they are provided full services as outlined under Full Services.

GLOSSARY OF TERMS:

- Levels of Service:
  - FULL – Use of all primary care and ancillary services required.
  - PARTIAL – Use of ancillary services. SHS providers may see patient but only for urgent conditions, not as replacement for patient’s family physician or specialist
  - LIMITED – Use of ancillary services with written order from a non-SHS 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 SHS 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 SHS Business Office to ensure correct billing and it must include the ending date of the waiting period, which is typically 60-90 days long. During this waiting period, SHS will provide:
  - Medical assessment upon arrival at KU
  - Treatment of urgent/acute needs
  - Referrals to providers in the local community

After this waiting period, the J-1 scholars are classified as KU employees and are to receive the same limited level of service.

REFERENCES:
#AD-015 “Campus Health Fee & Health Fee Remainder”
#HR-225 “Workplace Safety/Health & Workers Comp”