



**Institutional Handbook of Operating Procedures**  
**Policy 07.01.10**

Section: Student Policies	Responsible Vice President: Executive Vice President & Provost
Subject: Student	Responsible Entity: Student Affairs

**I. Title**

*Student Accident & Injury Reporting*

**II. Scope**

This policy addresses the appropriate procedure for students injured or involved in an accident while on UTMB campuses or affiliated sites. For this policy’s purposes, students are only those currently enrolled in UTMB, enrolled at an educational institution that has an Affiliation Agreement with UTMB, or is enrolled at an educational institution and has a Contractual Agreement covering counseling and medical services at Student Health and Counseling. Persons on a UTMB campus or affiliated site who is a student at an educational institution with no affiliated or contractual agreement with UTMB is viewed as a visitor and is excluded from this policy.

**III. Policy**

UTMB is committed to ensuring the safety of its students and requires reporting of any accident/injury incurred on UTMB’s campuses or affiliated sites. Students shall seek prompt medical attention in the following manner:

**Emergent Situations:**

1. For emergencies, all students should go directly to the nearest emergency department. All students are responsible for all charges related to emergency care.
2. Students should report and seek treatment for all occupational exposures as outlined in the [Blood Borne Pathogens \(BBP\) - Occupational Post Exposure Chemoprophylaxis policy](#).

**Non-Emergent Situations:**

1. Student Health and Counseling, during regular working hours, will provide evaluation and treatment for UTMB students and students covered by a Contractual Agreement to receive services at Student Health and Counseling, if their accident/injury is not critical.
2. Students from a non-UTMB education institution, who are on campus with an Affiliation Agreement, should report to their Primary Care Physician or Urgent Care for evaluation. Students are responsible for all charges related to the care received.
3. When an accident or injury occurs off campus or an affiliated site, all students should report to their Primary Care Physician or any Urgent Care for evaluation if their accident/injury is not critical. Students are responsible for all charges related to the care received.
4. After regular work hours, students can call [UTMB’s Access Center](#), (409) 772-2222 or (800) 917-8906. Students may also report to any Urgent Care Center for non-emergency treatment. Students are responsible for all charges.

**IV. Guidelines**

1. Students should complete the [Student Accident and Injury Report Form](#) for all other accident/injury occurrences in their role as a student on UTMB’s campus.
2. The completed form should be returned to Student Health and Counseling within two business

days. Student Health and Counseling will forward the duplicate copy of the form to the appropriate student affairs dean.

3. Treatment received in Student Health and Counseling that results in consults within UTMB at other clinics for reported injury/accident occurrences will be billed to insurance. If the student does not have insurance, they will be responsible for the full payment for all services received.
4. Review will be done as needed in conjunction with applicable departments and committees.
5. Questions regarding follow up care will be directed to Student Health and Counseling.
6. Based on the severity of the occurrence, the offices of Risk Management and UTMB Legal Affairs may be notified.

**V. Relevant Federal and State Statutes**

[Texas Tort Claims Act \(Chapter 101, Texas Civil Practice & Remedies Code\)](#)

**VI. Relevant System Policies and Procedures**

[UTS114-Reporting Claims \(Or Possible Claims\) Arising Under Texas Tort Claims Act.](#)

**VII. Related UTMB Policies and Procedures**

[IHOP - 06.01.04 - Significant Event Reporting](#)

**VIII. Additional References**

[Student Accident & Injury Report Form](#)

**IX. Dates Approved or Amended**

<i>Originated: 07/03/2003</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
01/07/2014	
08/15/2017	

**X. Contact Information**

Student Services  
(409) 747-9055